

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 09/26/2013		2. CONTRACT NO. (If any) EP-C-12-034		6. SHIP TO: a. NAME OF CONSIGNEE AWPD-NPSB	
3. ORDER NO. 0004		4. REQUISITION/REFERENCE NO. PR-OW-13-00141			
5. ISSUING OFFICE (Address correspondence to) (FOR U.S. MAIL ONLY) US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268				b. STREET ADDRESS US EPA-OW-OWOW-AWPD-NPSB 1200 PENNSYLVANIA AVE., NW MC-45C3-T	
				c. CITY WASHINGTON	d. STATE DC
				e. ZIP CODE 20460	
7. TO: DEBORAH FLITSON a. NAME OF CONTRACTOR RTP International b. COMPANY NAME c. STREET ADDRESS PO BOX 12194 (b)(4)				f. SHIP VIA	
				8. TYPE OF ORDER a. PURCHASE REFERENCE YOUR: b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract. Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
a. CITY RESEARCH TRIANGLE PARK		c. STATE NC	f. ZIP CODE 277092194		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OF FICL CPOD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) a. SMALL b. OTHER THAN SMALL c. DISADVANTAGED d. WOMEN-OWNED e. HUBZone f. SERVICE-DISABLED g. WOMEN-OWNED SMALL BUSINESS (WOSB) h. EDWOSB VETERAN-OWNED ELIGIBLE UNDER THE WOSB PROGRAM				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		14. GOVERNMENT B/L NO b. ACCEPTANCE Destination		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
16. DISCOUNT TERMS					

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) OWOW Healthy Watersheds Initiative TOPO: Laura Gabanski Max Expire Date: 03/27/2018  Continued ...					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)	
21. MAIL INVOICE TO: a. NAME RTP Finance Center b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive c. CITY Durham d. STATE NC e. ZIP CODE 27711							
SEE BILLING INSTRUCTIONS ON REVERSE						\$295,224.00	17(i) GRAND TOTAL
						\$295,224.00	

22. UNITED STATES OF  
AMERICA BY (Signature)

► Noelle Mills

23. NAME (Typed)  
Noelle Mills  
TITLE: CONTRACTING/ORDERING OFFICER

## SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
09/26/2013	EP-C-12-054	0004

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268</p> <p>Period of Performance: 09/26/2013 to 09/24/2014</p> <p>Provide services in accordance with attached Performance Work Statement entitled, "Healthy Watershed Initiative Support." This task order award is a result of RFP EP-CW-13-00141</p> <p>Level of Effort: 2,985</p> <p>The government will make provisional fixed fee payments on the basis of percentage of work completed. For CPFF-term-type task orders, percentage of work completed is the ratio of direct labor hours performed to the direct labor hours ordered.</p> <p>The Base Period is fully funded Award Type: Cost-plus-fixed-fee Total Estimated Cost: \$295,224.00 Fixed Fee: \$0.00 Term Form</p> <p>Accounting Info: 13-14-B-87FP-202BD4X25-2505---1387PE30 09-001 EFY: 13 EFY: 14 Fund: B Budget Org: 87FP Program (PRC): 202BD4X25 Budget (BOC): 2505 DCN - Line 1D: 1387PE3009-001 Funding Flag: Partial Funded: \$126,929.00</p> <p>Accounting Info: 12-13-B-87FP-202BD4X25-2505---1387PE30 09-002 EFY: 12 EFY: 13 Fund: B Budget Org: 87FP Program (PRC): 202BD4X25 Budget (BOC): 2505 DCN - Line 1D: 1387PE3009-002 Funding Flag: Partial Funded: \$168,295.00 Continued ...</p>				295,224.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$295,224.00



**SCHEDULE - CONTINUATION**

3

**IMPORTANT:** Mark all packages and papers with contract and/or order numbers

DATE OF ORDER 09/26/2013	CONTRACT NO. FP-C-12-054	ORDER NO. 0004
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0002	<p>Option Period 1</p> <p>Provide services in accordance with attached Performance Work Statement entitled, "Healthy Watershed Initiative Support." This task order award is a result of RFP PR-OW-13-00141</p> <p>Level of Effort: 2,985</p> <p>The government will make provisional fixed fee payments on the basis of percentage of work completed. For CPFF-term-type task orders, percentage of work completed is the ratio of direct labor hours performed to the direct labor hours ordered.</p> <p>Award Type: Cost-plus-fixed-fee</p> <p>Total Estimated Cost: (b)(4)</p> <p>Fixed Fee: (b)(4)</p> <p>Term Form</p> <p>(Option Line Item)</p> <p>09/25/2014</p> <p>Period of Performance: 09/25/2014 to 09/24/2015</p>				Option	
0003	<p>Option Period 2</p> <p>Provide services in accordance with attached Performance Work Statement entitled, "Healthy Watershed Initiative Support." This task order award is a result of RFP PR-OW-13-00141</p> <p>Level of Effort: 2,985</p> <p>The government will make provisional fixed fee payments on the basis of percentage of work completed. For CPFF-term-type task orders, percentage of work completed is the ratio of direct labor hours performed to the direct labor hours ordered.</p> <p>Award Type: Cost-plus-fixed-fee</p> <p>Total Estimated Cost: (b)(4)</p> <p>Fixed Fee: (b)(4)</p> <p>Term Form</p> <p>(Option Line Item)</p> <p>09/25/2015</p> <p>Continued ...</p>				Option	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

# SCHEDULE - CONTINUATION

4

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/26/2013	CONTRACT NO. EP-C-12-054	ORDER NO. 0004
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCOMPLISHED (g)
0004	<p>Period of Performance: 09/25/2015 to 09/24/2016</p> <p>Option Period 3</p> <p>Provide services in accordance with attached Performance Work Statement entitled, "Healthy Watershed Initiative Support." This task order award is a result of RFP PR-OW-13-00141</p> <p>Level of Effort: 2,985</p> <p>The government will make provisional fixed fee payments on the basis of percentage of work completed. For CPFF-term-type task orders, percentage of work completed is the ratio of direct labor hours performed to the direct labor hours ordered.</p> <p>Award Type: Cost-plus-fixed-fee</p> <p>Total Estimated Cost: (b)(4)</p> <p>Fixed Fee: (b)(4)</p> <p>Term Form</p> <p>(Option Line Item)</p> <p>09/25/2016</p> <p>Period of Performance: 09/25/2016 to 09/24/2017</p>				Option	
0005	<p>Provide services in accordance with attached Performance Work Statement entitled, "Healthy Watershed Initiative Support." This task order award is a result of RFP PR-OW-13-00141</p> <p>Level of Effort: 1,492</p> <p>The government will make provisional fixed fee payments on the basis of percentage of work completed. For CPFF-term-type task orders, percentage of work completed is the ratio of direct labor hours performed to the direct labor hours ordered.</p> <p>Award Type: Cost-plus-fixed-fee</p> <p>Total Estimated Cost: (b)(4)</p> <p>Fixed Fee: (b)(4)</p> <p>Term Form</p> <p>(Option Line Item)</p> <p>Continued ...</p>				Option	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

# SCHEDULE - CONTINUATION

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/26/2013	CONTRACT NO. FP-C-12-054	ORDER NO. 0004
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	09/25/2017 Period of Performance: 09/25/2017 to 03/27/2018					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

## **SECTION B - Supplies or Services/Prices**

### **B-1 LOCAL CLAUSES EPA-B-16-102 ESTIMATED COST AND FIXED FEE**

- (a) The estimated cost of this contract is 295,224.
- (b) The fixed fee is 0.
- (c) The total estimated cost and fixed fee is 295,224.

## **SECTION G - Contract Administration Data**

### **G-1 LOCAL CLAUSES EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES**

Task Order-Level Contracting Officers Representatives (CORs)/Project Officers for this contract are as follows:

Laura Gabanski  
USEPA Headquarters  
Ariel Rios Building  
1200 Pennsylvania Avenue, N. W.  
Mail Code: 4503T  
Washington, DC 20460  
Gabanski.laura@Epa.gov  
Phone: 202-566-1179

Stuart Lehman  
USEPA Headquarters  
Ariel Rios Building  
1200 Pennsylvania Avenue, N. W.  
Mail Code: 4503T  
Washington, DC 20460  
Lehman.stuart@Epa.gov  
Phone: 202-566-1205

Contracting Officials responsible for administering this contract are as follows:

Noelle Mills  
USEPA  
26 West Martin Luther King Drive  
Mail Code: NWD1  
Cincinnati, OH 45268  
Mills.noelle@Epa.gov  
Phone: 513-487-2171

Erin Ridder  
USEPA  
26 West Martin Luther King Drive  
Mail Code: NWD1  
Cincinnati, OH 45268  
ridder.erin@epa.gov  
Phone: 513-487-2155

## SECTION H - Special Contract Requirements

### H-1 1552.217-71 Option to extend the term of the contract-cost-type contract. (APR 1984)

The Government has the option to extend the term of this contract for four additional period(s). If more than 30 days remain in the contract period of performance, the Government, without prior written notification, may exercise this option by issuing a contract modification. To exercise this option within the last 30 days of the period of performance, the Government must provide to the Contractor written notification prior to that last 30-days of the period. This preliminary notification does not commit the Government to exercising the option. Use of an option will result in the following contract modifications:

(a) The "Period of Performance" clause will be amended to cover a base period and option periods:

	Period Start Date	End Date
Base Period	09/26/2013	09/24/2014
Option Period 1	09/25/2014	09/24/2015
Option Period 2	09/25/2015	09/24/2016
Option Period 3	09/25/2016	09/24/2017
Option Period 4	09/25/2017	03/27/2018

(b) Paragraph (a) of the "Level of Effort" clause will be amended to reflect a new and separate level of effort of:

Period	Level of Effort
Base Period	2985
Option Period 1	2985
Option Period 2	2985
Option Period 3	2985
Option Period 4	1492

(c) The "Estimated Cost and Fixed Fee" clause will be amended to reflect increased estimated costs and fixed fee for each option period as follows:

Period	Estimated Cost	Fixed Fee	Total CPFF
Option Period 1	(b)(4)	(b)(4)	
Option Period 2			
Option Period 3			\$341,793
Option Period 4			\$177,879

(d) If the contract contains "not to exceed amounts" for elements of other direct costs (ODC), those amounts will be increased as follows: N/A

**SECTION J - List of Documents, Exhibits and Other Attachments**

<b>Attachment Number</b>	<b>Attachment Title</b>	<b>Date</b>	<b>Number of Pages</b>	<b>Cross Reference Materials</b>	<b>Document Version</b>
1	PWS	09/25/2013	28		BASE
2	QAPP	09/25/2013	18		BASE
3	CP Meeting notes 7-30	09/25/2013	2		BASE
4	CP Water Health assessment	09/25/2013	25		BASE
5	Consolidated comments 7-2	09/25/2013	9		BASE
6	FINALMontana PPR Literature Re	09/25/2013	62		BASE
7	Taunton Healthy Watershed Repo	09/25/2013	3		BASE
8	EPAR3	09/25/2013	1		BASE
9	David_Duhl	09/25/2013	1		BASE
10	CP_HealthyWater sV1_VAReview_Pa	09/25/2013	4		BASE
11	Clinch-Powell Watershed Health	09/25/2013	25		BASE
12	CP Healthy WatersV1 Review	09/25/2013	4		BASE
13	TauntonWatershe dResiliency_Dra	09/25/2013	58		BASE

**PERFORMANCE WORK STATEMENT**  
**TSAWP Multiple-Award Contract**  
**EP-C-12-054**  
**TASK ORDER 04**

**Healthy Watersheds Initiative Support**

**BACKGROUND:**

U.S. EPA, in partnership with others, launched the Healthy Watersheds Initiative (HWI) to protect and maintain healthy watersheds having natural, intact aquatic ecosystems; prevent them from becoming impaired; and accelerate restoration successes. This Initiative is being implemented by promoting a strategic, large scale systems approach to identify and protect healthy watersheds based on integrated assessments of aquatic habitat, biotic communities, chemistry, and watershed processes such as hydrology, fluviogeomorphology, and natural disturbance regimes. The purpose of this Task Order is to provide support to the Healthy Watershed Initiative (HWI) including web site updates, newsletter, and managing online forum and webinars; identifying healthy watersheds through integrated assessments; assessments of healthy watershed components; development of healthy watershed protection programs, strategies and projects; and integration of healthy watershed identification and protection into EPA programs. The contractor shall provide HWI support to EPA for specific projects in the Base Period and in each Option Period, as described in the Tasks below. All deliverables must be in an electronic format supported by EPA.

**TASK 1:           Quality Management Plan, QAPP and progress reports**

A Task Order kick-off call or meeting will be held within 15 days of the issuance of the Task Order. The Task Order will be reviewed and the QAPP will be discussed and reviewed.

The contractor shall adhere to the Quality Management Plan (QMP) customized for and incorporated into this contract in performing the scope of requested services in this task order. EPA expects the contractor's Cost and Technical Proposals will fully account for the completion of all Quality Assurance (QA)-related tasks, reviews, and reporting, including those described in the Contract QMP and the project Quality Assurance Project Plan (QAPP).

This Task Order involves the use of existing data, website page development, geospatial data, and modeling. Accordingly, EPA policy requires that an *approved* QAPP be in place before any work begins that involves the collection, generation, evaluation, analysis or use of environmental data. The contractor shall adhere to an existing Quality Assurance Project Plan (QAPP) completed under a previous HWI contractor assignment that comprehensively and



adequately addresses all the elements of this Task Order, and that QAPP<sup>1</sup>. The contractor shall update the attached QAPP to reflect current project status, PWS requirements and project organization. That QAPP will be provided to the contractor that is awarded this Task Order by EPA. For any updating of the QAPP, the contractor shall follow the applicable QAPP requirements as provided in *EPA Requirements for Quality Assurance Project Plans: EPA QA/R-5* (<http://www.epa.gov/quality/qs-docs/r5-final.pdf>), and *Guidance for Quality Assurance Project Plans(QA/G-5)*, EPA/600/R-98/018, (<http://www.epa.gov/quality/qapps.html>) , as well as other guidance relevant to this Task Order, that can be found at <http://www.epa.gov/quality/qapps.html>. All QA documentation prepared under this Task Order shall be considered non-proprietary, and shall be made available to the public upon request.

The contractor shall immediately notify the EPA TOPO of any QA problems encountered that may impact the performance of this Task Order, with recommendations for corrective action. If notification is by phone call, the contractor shall follow up with email notification within 5 days.

The contractor also shall provide EPA with monthly reports of QA-related activities performed during implementation of this Task Order. These monthly QA reports shall identify QA activities performed to support implementation of this Task Order, problems encountered, proposed solutions, and corrective actions taken. The contractor may include this as a part of the contract-required monthly financial/technical progress report.

Existing QAPPs shall require updates if changes that affect QA protocols in the QAPP have occurred. Contractor QMPs are periodically revised which may or may not affect an existing QAPP from an earlier year. Ongoing usage of QAPPs under this Task Order also can reveal the need for any updates. The contractor shall review the existing QAPP, check for necessary revisions based on the factors above, and report in writing to the TOPO on the necessity of any updates or modifications within 10-15 business days. The contractor also shall notify the EPA TOPO at any time during the Task Order if changes to the QAPP are warranted (e.g., due to organizational changes, revised technical approaches). If, during the Period of Performance of this Task Order, the EPA TOPO determines revisions to the QAPP are necessary, the contractor shall submit a revised QAPP in track changes version of MS Word, and shall include a version history page that summarizes changes made, within 10-15 business days after receiving written technical direction to do so. The Contractor also shall provide EPA with copies of any modified SOPs or checklists to be attached to the QAPP. The contractor shall provide a revised QAPP, then a final that responds to EPA's written comments within 5 business days of receipt of EPA's comments on the draft.

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<sup>1</sup> Filename HWI Support Final QAPP.PDF: "Healthy Watersheds Initiative Support Quality Assurance Project Plan" Task Order No. 31, Contract EP-C-08-002, June 25, 2012. (18 pp)(redacted copy attached).

No work on the task order shall proceed (on any environmental data collection, analysis, or modeling tasks) until any changes are reflected in the QAPP, and have been approved by the EPA QA Officer.

**Reporting Requirements:**

- a. The contractor shall include a QA/QC section within each major deliverable (as specified above)
- b. The contractor shall provide monthly reports of QA activities performed during implementation of this task order (as specified above).

**Progress Reports:**

In addition to the brief monthly reports required by the contract, the contractor shall also transmit to the EPA TOPO a brief, emailed progress report twice an option year. These reports are due no less than 60 days before the halfway point, and 60 days before the end, of the Task's current option year. This report shall summarize the status of all HWI Support activities and related funding under this Task up to the report date, and estimate the projected activities and related funding that is expected to be used in the ensuing 60-day period.

**TASK 2:       HWI COMMUNICATIONS SUPPORT**

The Contractor shall update the web site, [www.epa.gov/healthywatersheds](http://www.epa.gov/healthywatersheds) no more than 10 times per Base Period or Option Period year under the direction of the EPA TOPO and in formats that can be reviewed and approved by the EPA TOPO and then transferred to the EPA web group with an EPA request for website modification. This shall include adding new examples, literature to the searchable reference library, healthy watersheds home page featured program or project, *Healthy Watersheds News* issues (see below), healthy watersheds pilot project descriptions and updates, stories in the news, links to related federal programs, national map with links to projects, HWI publications, and new EPA regional contacts. New material for the website shall not exceed 20 pages and 50 examples, stories, literature, home page featured program or project, pilot projects, national map updates, links to related federal and regional or local programs, stories in the news, HWI publications, *Healthy Watersheds News* issues, and new EPA regional contacts per Base Period or Option Period year. The Contractor shall use the existing QAPP for the web site updates.

The Contractor shall, with input on content from the TOPO, develop no more than 4 issues per Base Period or Option Period year of *Healthy Watersheds News*. This shall include layout and writing articles in a format that is comparable to recent past issues (posted online at [www.epa.gov/healthywatersheds](http://www.epa.gov/healthywatersheds)). The *Healthy Watersheds News* issues shall not exceed 6 pages per issue.

The Contractor shall manage the Healthy Watersheds Initiative Online Forum, hwi\_Info. This shall include adding posts, monitoring the discussion, approving new members, and enforcing the rules of the forum.

The Contractor shall provide support, under the direction of the EPA TOPO, in setting-up and managing no more than 4 HWI webinars per Base Period or Option Period year.

For the Base Period, new material for the website shall not exceed 10 pages and 15 examples; 3 issues of *Healthy Watersheds News*; and 2 HWI webinars.

**TASK 3: SUPPORT THE DEVELOPMENT OF STATE AND OTHER INTEGRATED HEALTHY WATERSHEDS ASSESSMENTS**

Under the direction of the TOPO, the Contractor shall develop integrated healthy watersheds assessments using existing data and assessments following the assessment framework in Chapter 4 of the *Identifying and Protecting Healthy Watersheds Concepts, Assessments, and Management Approaches* found on [www.epa.gov/healthywatersheds](http://www.epa.gov/healthywatersheds). This shall include for each assessment the delivery of an assessment report and geodatabase of the assessment results. The report shall include an executive summary, introduction, methods overview, results and analysis including synthesis of watershed condition and vulnerability assessments, next steps and applications, references, any appendices, and maps and graphics. The reports shall include pictures and/or graphics on cover pages suitable for posting on the Healthy Watersheds web site. The overall steps in an integrated healthy watersheds assessment include, but are not limited to:

1. Organizing conference calls with assessment team (no more frequent than monthly) to discuss the steps below and provide call summaries
2. Identify, collect, and review existing data for 6 healthy watershed assessment framework ecological attributes and vulnerability indicators (e.g. future climate, land, and water use change) and create geodatabase
3. Develop draft technical approach
4. Conduct meeting with assessment team to decide on indicators, analysis unit (e.g. Hydrologic Unit Code or catchment), uses of the assessment, and overall technical approach, and provide summary of the meeting
5. Complete data collection for any new indicators and final draft technical approach
6. Circulate final draft of technical approach to assessment team for review and finalize
7. Analyze data, develop indicators for the 6 ecological attributes and vulnerability assessment, and develop landscape statistical or other models or statistical approaches to assess all watersheds or catchments and draft assessment report
8. Convene conference call of assessment team to discuss draft results and decide on index approach and/or thresholds, map output format, and associated graphics for displaying the results
9. Calculate index and develop graphics displaying results. Convene conference call of assessment team to review and finalize results and graphics and uses of the assessment
10. Complete draft assessment report and circulate to the assessment team for its review, and
11. Finalize report and transfer geodatabase to EPA and project client (e.g, state, National Estuary Program, Tribe, watershed group)

The Contractor shall develop integrated healthy watersheds assessments in no more than 2 states, no more than 1 National Estuary Program, no more than 1 Tribe, and/or no more than 2 geographic areas such as watersheds and ecoregions per Base Period or Option Period year.

For the Base Period, the Clinch-Powell Watersheds assessment will be completed and 1 other state assessment is projected.

#### Clinch-Powell Assessment (Clinch-Powell Clean Rivers Initiative)

The Contractor shall evaluate the draft assessment report including preliminary results (attached), review data collected so far in the geodatabase and associated data analysis tables (attached link), review comments on the assessment (attached), review the summary of July 23, 2013 Call (attached), and propose a revised assessment technical approach. The Contractor shall convene conference calls of assessment team to discuss and decide on a new assessment approach. The Contractor shall collect any additional existing data. The Contractor shall convene conference calls of assessment team to discuss new indicators, results of the analysis, index approach and/or thresholds, combined output of watershed health and/or vulnerability assessments, next steps and applications, map format for displaying the results, and report graphics. The Contractor shall calculate indices and develop graphics displaying results. The Contractor shall complete draft and draft final reports and circulate them to the assessment team for its review. The Contractor shall finalize report and geodatabase.

#### **TASK 4: SUPPORT OF THE DEVELOPMENT OF HEALTHY WATERSHEDS COMPONENT ASSESSMENTS**

Under direction of the TOPO, the Contractor shall develop additional healthy watersheds component assessments to include assessments of green infrastructure, landscape condition, habitat, geomorphology, hydrology, water quality, and biological condition in no more than 2 states, 1 Tribe, 1 National Estuary Program, and/ or 2 geographic areas such as watersheds and ecoregions per Base Period or Option Period year. These assessments shall be similar to those in Chapters 2 and 3 of the EPA technical document, *Identifying and Protecting Healthy Watersheds Concepts, Assessments, and Management Approaches* found on [www.epa.gov/healthywatersheds](http://www.epa.gov/healthywatersheds) and consistent with the state of the science. The reports shall include pictures and/or graphics on cover pages suitable for posting on the Healthy Watersheds web site. The Contractor shall develop a project plan and schedule for each assessment prior to initiating work.

For the Base Period, the Montana Prairie Wetlands and Intermittent/Ephemeral Streams: Hydrologic Needs Assessment for Healthy Watersheds project shall be completed and no other projects are being planned.

Montana Prairie Wetlands and Intermittent/Ephemeral Streams: Hydrologic Needs Assessment for Healthy Watersheds (Montana Department of Environmental Quality)

The Contractor shall review and evaluate the Literature Review (attached) and draft Technical Approach for Developing Testable Hypotheses and Precautionary Limits of Hydrologic Alteration (attached). The Contractor shall convene conference calls with the Montana technical team to develop testable hypotheses that describe how select species, communities, and processes respond to hydrologic changes during various months and seasons for prairie wetlands in eastern Montana. Each hypothesis will explicitly state who (species or guild) is affected by what (component of flow), when (months or season), where (habitat, such prairie wetlands), and how (hypothesized ecological response). The Contractor shall work the Montana technical team to quantify precautionary limits on hydrologic alteration. The Contractor shall produce draft and final reports with the literature summary and hydrologic needs assessment that is 508 compliant for posting on the Healthy Watersheds web site.

**TASK 5: SUPPORT DEVELOPMENT OF HEALTHY WATERSHEDS PROTECTION PROGRAMS, STRATEGIES, AND PROJECTS**

Under direction of the TOPO, the Contractor shall assist in the development of healthy watersheds programs, strategies, and projects in no more than 3 states, no more than 3 Tribes, no more than 3 National Estuary Programs, and/or no more than 3 watersheds per Base Period or Option Period year. The Contractor shall develop a project plan and schedule for each program development project except for logistical support. Program support shall include: providing logistical support for conference calls, i.e., note taking, facilitation, summary; facilitating workshops; preparing written synthesis of information on healthy watersheds assessments and protection programs; supporting the development of state or tribal healthy watersheds strategies; and implementation of watershed level healthy watersheds protection projects. The Contractor shall produce a fact sheet and report on healthy watersheds implementation outlining a strategic approach to protecting healthy watersheds including the importance of a large scale systems approach, role of integrated assessments in identifying healthy watersheds, development of healthy watersheds state strategies, role of collaboration across organizations, and examples of healthy watershed protection actions and projects. Reports and fact sheet shall include pictures and/or graphics suitable for posting on the Healthy Watersheds web site.

For the Base Period, the Protecting Aquatic Ecosystem Resilience in the Massachusetts' Taunton River Watershed project shall be completed and three national HWI pilot projects are being planned. The pilot projects will commence in the Base Period and carry over into Option Period 1.

## Protecting Aquatic Ecosystem Resilience in the Massachusetts' Taunton River Watershed

The Contractor shall review the Protecting Resiliency in Massachusetts' Taunton River Watershed 4/26/13 draft report (attached), Consolidated Comments from EPA Region 1 (attached), and Revised Table of Contents for the Draft Report (attached). The Contractor shall discuss next steps with the EPA TOPO and the Taunton Watershed Project Team and propose a final report outline. The Contractor shall develop a revised draft report based on the final outline. The Contractor shall incorporate comments on the draft report from the EPA TOPO and the Taunton Watershed Project Team. The Contractor shall produce a final report. The report shall be 508 compliant for posting on the Healthy Watersheds web site.

### **TASK 6: SUPPORT HWI PROGRAM INTEGRATION**

Under direction of the TOPO, the Contractor shall assist in developing strategies and implementing projects that demonstrate HWI integration into the Wetlands and National Estuary Programs (NEPs), and other EPA programs. Emphasis shall be placed on demonstration projects.

For the Base Period, no activity is expected for this task.

### **SCHEDULE OF BENCHMARKS AND DELIVERABLES**

Base Period: 12 months		
TASK	BENCHMARK / DELIVERABLE / MILESTONES	SCHEDULE
1	1a. Task Order Kick-Off Meeting	Within 15 days of TO Award
1	1b. The contractor shall review the "Healthy Watersheds Initiative Support Quality Assurance Project Plan" and, <ul style="list-style-type: none"><li>• Verify that the QAPP is still appropriate for use; or</li><li>• Recommend revisions.</li></ul>	Within 30 days of TO Award
1	Immediately notify the EPA TOPO of any QA problems encountered that may impact the performance of this Task Order, with recommendations for corrective action	Immediate notification. If notification is by phone call, the contractor shall follow up with email notification within 5 days.
1	1c. The contractor shall notify the EPA TOPO at any time during the task order if change to the QAPP is warranted (e.g., due to organizational changes, revised technical approaches).	10-15 business days after receipt of written technical direction, the contractor shall submit a draft revised QAPP. Within 5 business days of receipt of EPA's comments on

		the draft QAPP, a final QAPP that responds to EPA's written comments
<b>1</b>	1d. If, during the Period of Performance of this Task Order, the EPA TOPO provides technical direction that revisions to the QAPP are determined to be necessary, the contractor shall submit a revised QAPP, including the revision summary, within 10-15 business days after receiving written technical direction to do so. When preparing this "draft" revised version of the QAPP, the contractor shall ensure that it is written in an active voice and shall include a version history page that summarizes changes made. The contractor also shall provide EPA with copies of any modified SOPs or checklists. EPA will review the "draft" revised QAPP and provide the contractor with written approval or comments. The contractor shall provide a final QAPP that responds to EPA's written comments within 5 business days of receipt of EPA's comments on the draft QAPP.	10-15 business days after receipt of written technical direction, the contractor shall submit a draft revised QAPP. 5 business days of receipt of EPA's comments on the draft QAPP, the contractor shall submit a final QAPP that responds to EPA's written comments
<b>1</b>	1e. Progress report pre-midyear	NLT 60 days prior to midpoint of base year
<b>1</b>	1f. Progress report pre-end of year	NLT 60 days prior to end of base year
<b>1</b>	1g. Monthly progress reports per contract requirement	As specified in contract
HWI Communications Support		
<b>2</b>	2a. Website updates up to 10 times per year and not exceed 20 pages and 50 examples as specified in written technical direction from the EPA TOPO	10-15 business days after receipt of written technical direction
<b>2</b>	2b. <i>Healthy Watersheds News</i> issues up to 4 issues per year as specified in written technical direction from the EPA TOPO	10-15 business days after receipt of written technical direction
<b>2</b>	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 0 – Day 180 of Task year
<b>2</b>	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 90 – Day 270 of Task year



<b>2</b>	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 180 – Day 360 of Task year
<b>2</b>	2d. Up to 4 HWI webinars per year as specified in written technical direction from the EPA TOPO	40-60 business days after receipt of written technical direction
<b>Integrated Assessments Detailed Deliverables and Milestones</b>		
<b>3</b>	3a. Conference calls & call summaries	Calls: within 21 days of written technical direction Call summaries: within 5 business days of written technical direction
<b>3</b>	3b. Collect indicator data and place into a geodatabase	Within 80-100 business days of beginning of each assessment
<b>3</b>	3c. Draft technical approach	Within 80-100 business days of beginning of each assessment
<b>3</b>	3d. Conduct meeting with assessment team & meeting summary	Within 80-100 business days of beginning of each assessment
<b>3</b>	3.e. Complete data collection and final draft technical approach	Within 120 business days of beginning of each assessment
<b>3</b>	3.f. Final technical approach	Within 10 business days of written technical direction
<b>3</b>	3.g. Six ecological attribute indicators analyzed using statistical models/approaches & vulnerability assessment and draft assessment report	Within 160 business days of beginning of each assessment
<b>3</b>	3.h. Convene conference call to decide on any thresholds, index approach, and display of results and call summary	Within 10 business days of written technical direction
<b>3</b>	3. i. Call summary on assessment team's review of results, graphics, & uses of assessment	Within 5 business days of written technical direction
<b>3</b>	3.j. Draft assessment report	Within 200 business days of beginning of each assessment
<b>3</b>	3.k. Final assessment report and transfer geodatabase to EPA and project client (e.g, state, National Estuary Program, Tribe, watershed group)	Within 200- 280 business days of beginning of each assessment
<b>3CPa.</b>	Conference calls & written call summaries	Calls: within 21 days of written technical direction Call summaries: within 5 business days of written technical direction
<b>3CPb.</b>	Project evaluation and proposed revised	Within 20 business days of

	assessment technical approach	written technical direction
<b>3CPc.</b>	Complete data collection and final draft technical approach	Within 15 business days of written technical direction
<b>3CPd.</b>	Final technical approach report	Within 5 business days of written technical direction
<b>3CPe.</b>	Six ecological attribute indicators analyzed using statistical models/approaches &/or vulnerability assessment and draft assessment report	Within 25 business days of written technical direction
<b>3CPf.</b>	Convene conference call to decide on any thresholds, index approach, and display of results and written call summary	Within 10 business days of written technical direction
<b>3CPg.</b>	Written call summary on assessment team's review of results, graphics, & uses of assessment	Within 5 business days of written technical direction
<b>3CPj.</b>	Draft assessment report	Within 20 business days of written technical direction
<b>3CPk.</b>	Final assessment report and transfer geodatabase to EPA and project client	Within 15 business days of written technical direction
<b>Healthy Watersheds Component Assessments</b>		
<b>4</b>	4a. Project plan and schedule	Within 5 days of beginning of each project
<b>4</b>	4b. Conference calls and call summaries	Calls: within 21 days of written technical direction Call summaries: within 5 business days of written technical direction
<b>4</b>	4c. Draft assessment report	Within 200 business days of beginning of each assessment
<b>4</b>	4d. Final assessment report and transfer assessment database to EPA and project client (e.g, state, National Estuary Program, Tribe, watershed group)	Within 200- 280 business days of beginning of each assessment
<b>4.MTa.</b>	4.MTa. Review and evaluate the Literature Review and draft Technical Approach for Developing Testable Hypotheses and Precautionary Limits of Hydrologic Alteration	Within 5 business days of written technical direction
<b>4.MTb.</b>	Conference calls and call summaries	Calls: within 15 days of written technical direction Call summaries: within 5 business days of written technical direction
<b>4.MTc.</b>	Draft Testable Hypotheses and precautionary	Within 10 business days of

	limits of hydrologic alteration	written technical direction
<b>4.MTd.</b>	Final Testable Hypotheses and precautionary limits of hydrologic alteration	Within 10 business days of written technical direction
<b>4.MTe.</b>	Draft final report with the literature summary and hydrologic needs assessment	Within 15 business days of written technical direction
<b>4.MTf.</b>	Final report with the literature summary and hydrologic needs assessment	Within 10 business days of written technical direction
Healthy Watersheds Protection Programs, Strategies, and Projects		
5	5a. Project plan and schedule	Within 5 days of beginning of each project
5	5b. Conference call and workshop logistical support, facilitation, and summary	Calls: within 21 days of written technical direction Workshop: Within 5 business days of written technical direction
5	5c. Draft report	Within 7 business days of written technical direction
5	5d. Final report	Within 10 business days of written technical direction
5	5e. Draft fact sheet and report on healthy watersheds implementation	Within 7 business days of written technical direction
5	5 f. Final fact sheet and report on healthy watersheds implementation	Within 10 business days of written technical direction
<b>5.Ta.</b>	Discuss next steps on the project	Within 5 business days of project initiation
<b>5.Tb.</b>	Conference calls and call summaries	Calls: within 15 days of written technical direction Call summaries: within 5 business days of written technical direction
<b>5.Tc.</b>	Final report outline	Within 5 business days of project initiation
<b>5.Td.</b>	5.Td. Draft report	Within 20 business days of written technical direction
<b>5.Te.</b>	Final report	Within 10 business days of written technical direction
SUPPORT HWI PROGRAM INTEGRATION		
6	6a. Meeting summaries	Within 5 business days of written technical direction
6	6b. Program integration project plan and schedule	Within 10 business days of written technical direction
6	6c. Draft and final program integration strategies	Within 10 business days of written technical direction

6	6d. Draft and final project reports	Within 10 business days of written technical direction
<b>Option Period 1: 12 months</b>		
<b>TASK</b>	<b>BENCHMARK / DELIVERABLE / MILESTONES</b>	<b>SCHEDULE</b>
<b>1</b>	1a. Task Order Kick-Off Meeting	Within 15 days of TO Award
<b>1</b>	1b. The contractor shall review the “Healthy Watersheds Initiative Support Quality Assurance Project Plan” and, <ul style="list-style-type: none"> <li>• Verify that the QAPP is still appropriate for use; or</li> <li>• Recommend revisions.</li> </ul>	Within 30 days of beginning of new Option Period
<b>1</b>	immediately notify the EPA TOPO of any QA problems encountered that may impact the performance of this Task Order, with recommendations for corrective action	Immediate notification. If notification is by phone call, the contractor shall follow up with email notification within 5 days.
<b>1</b>	1c. The contractor shall notify the EPA TOPO at any time during the task order if changes to the QAPP is warranted (e.g., due to organizational changes, revised technical approaches).	10-15 business days after receipt of written technical direction, the contractor shall submit a draft revised QAPP. Within 5 business days of receipt of EPA’s comments on the draft QAPP, a final QAPP that responds to EPA’s written comments
<b>1</b>	1d. If, during the Period of Performance of this Task Order, the EPA TOM provides technical direction that revisions to the QAPP are determined to be necessary, the contractor shall submit a revised QAPP, including the revision summary, within 10-15 business days after receiving written technical direction to do so. When preparing this “draft” revised version of the QAPP, the contractor shall ensure that it is written in an active voice and shall include a version history page that summarizes changes made. The contractor also shall provide EPA with copies of any modified SOPs or checklists. EPA will review the “draft” revised QAPP and provide the contractor with written approval or comments. The contractor shall provide a final QAPP that responds to EPA’s written comments within 5 business days of receipt of EPA’s	10-15 business days after receipt of written technical direction, the contractor shall submit a draft revised QAPP. Within 5 business days of receipt of EPA’s comments on the draft QAPP, a final QAPP that responds to EPA’s written comments

	comments on the draft QAPP.	
<b>1</b>	1e. Progress report pre-midyear	NLT 60 days prior to midpoint of option year
<b>1</b>	1f. Progress report pre-end of year	NLT 60 days prior to end of option year
<b>1</b>	1g. Monthly progress reports per contract requirement	As specified in contract
HWI Communications Support		
<b>2</b>	2a. Website updates up to 10 times per year and not exceed 20 pages and 50 examples as specified in written technical direction from the EPA TOPO	10-15 business days after receipt of written technical direction
<b>2</b>	2b. <i>Healthy Watersheds News</i> issues up to 4 issues per year as specified in written technical direction from the EPA TOPO	10-15 business days after receipt of written technical direction
<b>2</b>	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 0 – Day 180 of Task year
<b>2</b>	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 90 – Day 270 of Task year
<b>2</b>	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 180 – Day 360 of Task year
<b>2</b>	2d. Up to 4 HWI webinars per year as specified in written technical direction from the EPA TOPO	40-60 business days after receipt of written technical direction
Integrated Assessments Detailed Deliverables and Milestones		
<b>3</b>	3a. Conference calls & call summaries	Calls: within 21 days of written technical direction Call summaries: within 5 business days of written technical direction
<b>3</b>	3b. Collect indicator data and place into a geodatabase	Within 80-100 business days of beginning of each assessment
<b>3</b>	3c. Draft technical approach	Within 80-100 business days of beginning of each assessment
<b>3</b>	3d. Conduct meeting with assessment team & meeting summary	Within 80-100 business days of beginning of each assessment
<b>3</b>	3.e. Complete data collection and final draft technical approach	Within 120 business days of beginning of each assessment
<b>3</b>	3.f. Final technical approach	Within 10 business days of

		written technical direction
3	3.g. Six ecological attribute indicators analyzed using statistical models/approaches & vulnerability assessment and draft assessment report	Within 160 business days of beginning of each assessment
3	3.h. Convene conference call to decide on any thresholds, index approach, and display of results and call summary	Within 10 business days of written technical direction
3	3. i. Call summary on assessment team's review of results, graphics, & uses of assessment	Within 5 business days of written technical direction
3	3.j. Draft assessment report	Within 200 business days of beginning of each assessment
3	3.k. Final assessment report and transfer geodatabase to EPA and project client (e.g, state, National Estuary Program, Tribe, watershed group)	Within 200- 280 business days of beginning of each assessment
Healthy Watersheds Component Assessments		
4	4a. Project plan and schedule	Within 5 days of beginning of each project
4	4b. Conference calls and call summaries	Calls: within 21 days of written technical direction Call summaries: within 5 business days of written technical direction
4	4c. Draft assessment report	Within 200 business days of beginning of each assessment
4	4d. Final assessment report and transfer assessment database to EPA and project client (e.g, state, National Estuary Program, Tribe, watershed group)	Within 200- 280 business days of beginning of each assessment
Healthy Watersheds Protection Programs, Strategies, and Projects		
5	5a. Project plan and schedule	Within 5 days of beginning of each project
5	5b. Conference call and workshop logistical support, facilitation, and summary	Calls: within 21 days of written technical direction Workshop: Within 5 business days of written technical direction
5	5c. Draft report	Within 7 business days of written technical direction
5	5d. Final report	Within 10 business days of written technical direction
5	5e. Draft fact sheet and report on healthy	Within 7 business days of

	watersheds implementation	written technical direction
5	5 f. Final fact sheet and report on healthy watersheds implementation	Within 10 business days of written technical direction
SUPPORT HWI PROGRAM INTEGRATION		
6	6a. Meeting summaries	Within 5 business days of written technical direction
6	6b. Program integration project plan and schedule	Within 10 business days of written technical direction
6	6c. Draft and final program integration strategies	Within 10 business days of written technical direction
6	6d. Draft and final project reports	Within 10 business days of written technical direction
Option Period 2: 12 months		
<b>TASK</b>	<b>BENCHMARK / DELIVERABLE / MILESTONES</b>	<b>SCHEDULE</b>
1	1a. Task Order Kick-Off Meeting	Within 15 days of TO Award
1	1b. The contractor shall review the "Healthy Watersheds Initiative Support Quality Assurance Project Plan" and, <ul style="list-style-type: none"> <li>• Verify that the QAPP is still appropriate for use; or</li> <li>• Recommend revisions.</li> </ul>	Within 30 days of beginning of new Option Period
1	immediately notify the EPA TOPO of any QA problems encountered that may impact the performance of this Task Order, with recommendations for corrective action	Immediate notification. If notification is by phone call, the contractor shall follow up with email notification within 5 days.
1	1c. The contractor shall notify the EPA TOPO at any time during the task order if changes to the QAPP is warranted (e.g., due to organizational changes, revised technical approaches).	10-15 business days after receipt of written technical direction, the contractor shall submit a draft revised QAPP. Within 5 business days of receipt of EPA's comments on the draft QAPP, a final QAPP that responds to EPA's written comments
1	1d. If, during the Period of Performance of this Task Order, the EPA TOM provides technical direction that revisions to the QAPP are determined to be necessary, the contractor shall submit a revised QAPP, including the revision summary, within 10-15 business days after receiving written technical direction to do so. When preparing this "draft" revised version	10-15 business days after receipt of written technical direction, the contractor shall submit a draft revised QAPP. Within 5 business days of receipt of EPA's comments on the draft QAPP, a final QAPP that responds to EPA's written



	of the QAPP, the contractor shall ensure that it is written in an active voice and shall include a version history page that summarizes changes made. The contractor also shall provide EPA with copies of any modified SOPs or checklists. EPA will review the “draft” revised QAPP and provide the contractor with written approval or comments. The contractor shall provide a final QAPP that responds to EPA’s written comments within 5 business days of receipt of EPA’s comments on the draft QAPP.	comments
<b>1</b>	1e. Progress report pre-midyear	NLT 60 days prior to midpoint of option year
<b>1</b>	1f. Progress report pre-end of year	NLT 60 days prior to end of option year
<b>1</b>	1g. Monthly progress reports per contract requirement	As specified in contract
HWI Communications Support		
<b>2</b>	2a. Website updates up to 10 times per year and not exceed 20 pages and 50 examples as specified in written technical direction from the EPA TOPO	10-15 business days after receipt of written technical direction
<b>2</b>	2b. <i>Healthy Watersheds News</i> issues up to 4 issues per year as specified in written technical direction from the EPA TOPO	10-15 business days after receipt of written technical direction
<b>2</b>	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 0 – Day 180 of Task year
<b>2</b>	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 90 – Day 270 of Task year
<b>2</b>	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 180 – Day 360 of Task year
<b>2</b>	2d. Up to 4 HWI webinars per year as specified in written technical direction from the EPA TOPO	40-60 business days after receipt of written technical direction
Integrated Assessments Detailed Deliverables and Milestones		
<b>3</b>	3a. Conference calls & call summaries	Calls: within 21 days of written technical direction Call summaries: within 5 business days of written technical direction

3	3b. Collect indicator data and place into a geodatabase	Within 80-100 business days of beginning of each assessment
3	3c. Draft technical approach	Within 80-100 business days of beginning of each assessment
3	3d. Conduct meeting with assessment team & meeting summary	Within 80-100 business days of beginning of each assessment
3	3.e. Complete data collection and final draft technical approach	Within 120 business days of beginning of each assessment
3	3.f. Final technical approach	Within 10 business days of written technical direction
3	3.g. Six ecological attribute indicators analyzed using statistical models/approaches & vulnerability assessment and draft assessment report	Within 160 business days of beginning of each assessment
3	3.h. Convene conference call to decide on any thresholds, index approach, and display of results and call summary	Within 10 business days of written technical direction
3	3. i. Call summary on assessment team's review of results, graphics, & uses of assessment	Within 5 business days of written technical direction
3	3.j. Draft assessment report	Within 200 business days of beginning of each assessment
3	3.k. Final assessment report and transfer geodatabase to EPA and project client (e.g, state, National Estuary Program, Tribe, watershed group)	Within 200- 280 business days of beginning of each assessment
Healthy Watersheds Component Assessments		
4	4a. Project plan and schedule	Within 5 days of beginning of each project
4	4b. Conference calls and call summaries	Calls: within 21 days of written technical direction Call summaries: within 5 business days of written technical direction
4	4c. Draft assessment report	Within 200 business days of beginning of each assessment
4	4d. Final assessment report and transfer assessment database to EPA and project client (e.g, state, National Estuary Program, Tribe, watershed group)	Within 200- 280 business days of beginning of each assessment
Healthy Watersheds Protection Programs, Strategies, and Projects		
5	5a. Project plan and schedule	Within 5 days of beginning of each project
5	5b. Conference call and workshop logistical	Calls: within 21 days of written

	support, facilitation, and summary	technical direction Workshop: Within 5 business days of written technical direction
5	5c. Draft report	Within 7 business days of written technical direction
5	5d. Final report	Within 10 business days of written technical direction
5	5e. Draft fact sheet and report on healthy watersheds implementation	Within 7 business days of written technical direction
5	5 f. Final fact sheet and report on healthy watersheds implementation	Within 10 business days of written technical direction
SUPPORT HWI PROGRAM INTEGRATION		
6	6a. Meeting summaries	Within 5 business days of written technical direction
6	6b. Program integration project plan and schedule	Within 10 business days of written technical direction
6	6c. Draft and final program integration strategies	Within 10 business days of written technical direction
6	6d. Draft and final project reports	Within 10 business days of written technical direction
<b>Option Period 3: 12 months</b>		
<b>TASK</b>	<b>BENCHMARK / DELIVERABLE / MILESTONES</b>	<b>SCHEDULE</b>
<b>1</b>	1a. Task Order Kick-Off Meeting	Within 15 days of TO Award
<b>1</b>	1b. The contractor shall review the “Healthy Watersheds Initiative Support Quality Assurance Project Plan” and, <ul style="list-style-type: none"> <li>• Verify that the QAPP is still appropriate for use; or</li> <li>• Recommend revisions.</li> </ul>	Within 30 days of beginning of new Option Period
<b>1</b>	immediately notify the EPA TOPO of any QA problems encountered that may impact the performance of this Task Order, with recommendations for corrective action	Immediate notification. If notification is by phone call, the contractor shall follow up with email notification within 5 days.
<b>1</b>	1c. The contractor shall notify the EPA TOPO at any time during the task order if changes to the QAPP is warranted (e.g., due to organizational changes, revised technical approaches).	10-15 business days after receipt of written technical direction, the contractor shall submit a draft revised QAPP. Within 5 business days of receipt of EPA’s comments on the draft QAPP, a final QAPP that responds to EPA’s written

		comments
<b>1</b>	1d. If, during the Period of Performance of this Task Order, the EPA TOPO provides technical direction that revisions to the QAPP are determined to be necessary, the contractor shall submit a revised QAPP, including the revision summary, within 10-15 business days after receiving written technical direction to do so. When preparing this “draft” revised version of the QAPP, the contractor shall ensure that it is written in an active voice and shall include a version history page that summarizes changes made. The contractor also shall provide EPA with copies of any modified SOPs or checklists. EPA will review the “draft” revised QAPP and provide the contractor with written approval or comments. The contractor shall provide a final QAPP that responds to EPA’s written comments within 5 business days of receipt of EPA’s comments on the draft QAPP.	10-15 business days after receipt of written technical direction, the contractor shall submit a draft revised QAPP. Within 5 business days of receipt of EPA’s comments on the draft QAPP, a final QAPP that responds to EPA’s written comments
<b>1</b>	1e. Progress report pre-midyear	NLT 60 days prior to midpoint of option year
<b>1</b>	1f. Progress report pre-end of year	NLT 60 days prior to end of option year
<b>1</b>	1g. Monthly progress reports per contract requirement	As specified in contract
HWI Communications Support		
<b>2</b>	2a. Website updates up to 10 times per year and not exceed 20 pages and 50 examples as specified in written technical direction from the EPA TOPO	10-15 business days after receipt of written technical direction
<b>2</b>	2b. <i>Healthy Watersheds News</i> issues up to 4 issues per year as specified in written technical direction from the EPA TOPO	10-15 business days after receipt of written technical direction
<b>2</b>	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 0 – Day 180 of Task year
<b>2</b>	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 90 – Day 270 of Task year
<b>2</b>	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 180 – Day 360 of Task year

<b>2</b>	2d. Up to 4 HWI webinars per year as specified in written technical direction from the EPA TOPO	40-60 business days after receipt of written technical direction
<b>Integrated Assessments Detailed Deliverables and Milestones</b>		
<b>3</b>	3a. Conference calls & call summaries	Calls: within 21 days of written technical direction Call summaries: within 5 business days of written technical direction
<b>3</b>	3b. Collect indicator data and place into a geodatabase	Within 80-100 business days of beginning of each assessment
<b>3</b>	3c. Draft technical approach	Within 80-100 business days of beginning of each assessment
<b>3</b>	3d. Conduct meeting with assessment team & meeting summary	Within 80-100 business days of beginning of each assessment
<b>3</b>	3.e. Complete data collection and final draft technical approach	Within 120 business days of beginning of each assessment
<b>3</b>	3.f. Final technical approach	Within 10 business days of written technical direction
<b>3</b>	3.g. Six ecological attribute indicators analyzed using statistical models/approaches & vulnerability assessment and draft assessment report	Within 160 business days of beginning of each assessment
<b>3</b>	3.h. Convene conference call to decide on any thresholds, index approach, and display of results and call summary	Within 10 business days of written technical direction
<b>3</b>	3. i. Call summary on assessment team's review of results, graphics, & uses of assessment	Within 5 business days of written technical direction
<b>3</b>	3.j. Draft assessment report	Within 200 business days of beginning of each assessment
<b>3</b>	3.k. Final assessment report and transfer geodatabase to EPA and project client (e.g, state, National Estuary Program, Tribe, watershed group)	Within 200- 280 business days of beginning of each assessment
<b>Healthy Watersheds Component Assessments</b>		
<b>4</b>	4a. Project plan and schedule	Within 5 days of beginning of each project
<b>4</b>	4b. Conference calls and call summaries	Calls: within 21 days of written technical direction Call summaries: within 5 business days of written technical direction
<b>4</b>	4c. Draft assessment report	Within 200 business days of

		beginning of each assessment
4	4d. Final assessment report and transfer assessment database to EPA and project client (e.g, state, National Estuary Program, Tribe, watershed group)	Within 200- 280 business days of beginning of each assessment
Healthy Watersheds Protection Programs, Strategies, and Projects		
5	5a. Project plan and schedule	Within 5 days of beginning of each project
5	5b. Conference call and workshop logistical support, facilitation, and summary	Calls: within 21 days of written technical direction Workshop: Within 5 business days of written technical direction
5	5c. Draft report	Within 7 business days of written technical direction
5	5d. Final report	Within 10 business days of written technical direction
5	5e. Draft fact sheet and report on healthy watersheds implementation	Within 7 business days of written technical direction
5	5 f. Final fact sheet and report on healthy watersheds implementation	Within 10 business days of written technical direction
SUPPORT HWI PROGRAM INTEGRATION		
6	6a. Meeting summaries	Within 5 business days of written technical direction
6	6b. Program integration project plan and schedule	Within 10 business days of written technical direction
6	6c. Draft and final program integration strategies	Within 10 business days of written technical direction
6	6d. Draft and final project reports	Within 10 business days of written technical direction
Option Period 4: 6 months		
<b>TASK</b>	<b>BENCHMARK / DELIVERABLE / MILESTONES</b>	<b>SCHEDULE</b>
1	1a. Task Order Kick-Off Meeting	Within 15 days of TO Award
1	1b. The contractor shall review the “Healthy Watersheds Initiative Support Quality Assurance Project Plan” and, <ul style="list-style-type: none"> <li>Verify that the QAPP is still appropriate for use; or</li> <li>Recommend revisions.</li> </ul>	Within 30 days of beginning of new Option Period
1	immediately notify the EPA TOPO of any QA problems encountered that may impact the performance of this Task Order, with	Immediate notification. If notification is by phone call, the contractor shall follow up with

	recommendations for corrective action	email notification within 5 days.
<b>1</b>	1c. The contractor shall notify the EPA TOPO at any time during the task order if changes to the QAPP is warranted (e.g., due to organizational changes, revised technical approaches).	10-15 business days after receipt of written technical direction, the contractor shall submit a draft revised QAPP. Within 5 business days of receipt of EPA's comments on the draft QAPP, a final QAPP that responds to EPA's written comments
<b>1</b>	1d. If, during the Period of Performance of this Task Order, the EPA TOPO provides technical direction that revisions to the QAPP are determined to be necessary, the contractor shall submit a revised QAPP, including the revision summary, within 10-15 business days after receiving written technical direction to do so. When preparing this "draft" revised version of the QAPP, the contractor shall ensure that it is written in an active voice and shall include a version history page that summarizes changes made. The contractor also shall provide EPA with copies of any modified SOPs or checklists. EPA will review the "draft" revised QAPP and provide the contractor with written approval or comments. The contractor shall provide a final QAPP that responds to EPA's written comments within 5 business days of receipt of EPA's comments on the draft QAPP.	10-15 business days after receipt of written technical direction, the contractor shall submit a draft revised QAPP. Within 5 business days of receipt of EPA's comments on the draft QAPP, a final QAPP that responds to EPA's written comments
<b>1</b>	1e. Progress report pre-midyear	NLT 60 days prior to midpoint of option year
<b>1</b>	1f. Progress report pre-end of year	NLT 60 days prior to end of option year
<b>1</b>	1g. Monthly progress reports per contract requirement	As specified in contract
HWI Communications Support		
<b>2</b>	2a. Website updates up to 10 times per year and not exceed 20 pages and 50 examples as specified in written technical direction from the EPA TOPO	10-15 business days after receipt of written technical direction
<b>2</b>	2b. <i>Healthy Watersheds News</i> issues up to 4 issues per year as specified in written technical direction from the EPA TOPO	10-15 business days after receipt of written technical direction



<b>2</b>	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 0 – Day 180 of Task year
<b>2</b>	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 90 – Day 270 of Task year
<b>2</b>	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 180 – Day 360 of Task year
<b>2</b>	2d. Up to 4 HWI webinars per year as specified in written technical direction from the EPA TOPO	40-60 business days after receipt of written technical direction
<b>Integrated Assessments Detailed Deliverables and Milestones</b>		
<b>3</b>	3a. Conference calls & call summaries	Calls: within 21 days of written technical direction Call summaries: within 5 business days of written technical direction
<b>3</b>	3b. Collect indicator data and place into a geodatabase	Within 80-100 business days of beginning of each assessment
<b>3</b>	3c. Draft technical approach	Within 80-100 business days of beginning of each assessment
<b>3</b>	3d. Conduct meeting with assessment team & meeting summary	Within 80-100 business days of beginning of each assessment
<b>3</b>	3.e. Complete data collection and final draft technical approach	Within 120 business days of beginning of each assessment
<b>3</b>	3.f. Final technical approach	Within 10 business days of written technical direction
<b>3</b>	3.g. Six ecological attribute indicators analyzed using statistical models/approaches & vulnerability assessment and draft assessment report	Within 160 business days of beginning of each assessment
<b>3</b>	3.h. Convene conference call to decide on any thresholds, index approach, and display of results and call summary	Within 10 business days of written technical direction
<b>3</b>	3. i. Call summary on assessment team's review of results, graphics, & uses of assessment	Within 5 business days of written technical direction
<b>3</b>	3.j. Draft assessment report	Within 200 business days of beginning of each assessment
<b>3</b>	3.k. Final assessment report and transfer geodatabase to EPA and project client (e.g, state, National Estuary Program, Tribe, watershed group)	Within 200- 280 business days of beginning of each assessment

Healthy Watersheds Component Assessments		
4	4a. Project plan and schedule	Within 5 days of beginning of each project
4	4b. Conference calls and call summaries	Calls: within 21 days of written technical direction Call summaries: within 5 business days of written technical direction
4	4c. Draft assessment report	Within 200 business days of beginning of each assessment
4	4d. Final assessment report and transfer assessment database to EPA and project client (e.g, state, National Estuary Program, Tribe, watershed group)	Within 200- 280 business days of beginning of each assessment
Healthy Watersheds Protection Programs, Strategies, and Projects		
5	5a. Project plan and schedule	Within 5 days of beginning of each project
5	5b. Conference call and workshop logistical support, facilitation, and summary	Calls: within 21 days of written technical direction Workshop: Within 5 business days of written technical direction
5	5c. Draft report	Within 7 business days of written technical direction
5	5d. Final report	Within 10 business days of written technical direction
5	5e. Draft fact sheet and report on healthy watersheds implementation	Within 7 business days of written technical direction
5	5 f. Final fact sheet and report on healthy watersheds implementation	Within 10 business days of written technical direction
SUPPORT HWI PROGRAM INTEGRATION		
6	6a. Meeting summaries	Within 5 business days of written technical direction
6	6b. Program integration project plan and schedule	Within 10 business days of written technical direction
6	6c. Draft and final program integration strategies	Within 10 business days of written technical direction
6	6d. Draft and final project reports	Within 10 business days of written technical direction
<b><u>END OF TABLE</u></b>		

When the Task Order reaches 30 calendar days prior to the end of the Period of Performance in a given period, the contractor shall make a determination that the deliverables, milestones, benchmarks, and any outstanding technical direction from the TOPO, shall be satisfactorily completed in the form requested in the PWS by the end of the Period of Performance and for the remaining funding that is available.

If the contractor determines one or more of the above-referenced items will not be able to be completed in the requested form within the period of performance and with the available funding, the contractor shall notify the TOPO and the CO immediately. Within 5 business days of said notification, the TOPO in coordination with the CO will provide technical direction concerning use of the remaining funding to prepare and furnish to the TOPO all interim draft deliverables, interim work products, and any working files in an electronic format which is supported by EPA, for eventual continuation of the project after the end date of the Task Order.

## **REPORTING**

All documentation and reporting under this Task Order shall be in compliance with contract requirements.

## **DELIVERABLES AND GENERAL PERFORMANCE**

The contractor shall participate in meetings and conference calls arranged by the EPA Task Order Project Officer. The contractor shall, when requested by the TOPO, provide supporting documentation when EPA is reviewing draft deliverables to facilitate EPA review and approval of the Contractor's work. Documentation shall include the electronic files and detailed, written explanation of all steps and decisions. The Contractor shall comply with this request when it is received from the TOPO regardless of whether such a request is described in the individual tasks of this PWS. The Contractor shall furnish this information in such manner that no proprietary software will be needed for EPA to read, interpret, replicate or model any work product of this agreement, unless otherwise noted in this PWS or by written permission of the EPA TOPO. The objective is that anyone with the appropriate skill level can use the information produced under this Task Order to check or duplicate the Contractor's work for replication and/or verification. With this understanding of how this Task Order's data will be used, any elements essential to successfully replicating analysis shall be provided to EPA in a commonly-used format.

The Contractor shall provide both scientific/technical and editorial review as defined in section 2.6 of the Prime Contract Performance Work Statement on any Task Order **draft** product before submission to the EPA TOPO for review. This process does not need to be performed by an independent peer reviewer. All editorial review comments shall be addressed before deliverables are furnished to the EPA TOPO for review (in the case of draft deliverables) or acceptance (in the case of final deliverables); and any questions raised by scientific/ technical review shall be either addressed or discussed with the EPA TOPO prior to the contractor furnishing draft deliverables.

The contractor's work shall be judged "satisfactory" according to the QAPP if TOPO edits to deliverables are no more than ten percent (10%) of the content of any draft deliverable, or less than two percent (2%) of any final deliverable. In addition, the contractor's work shall be judged "satisfactory" according to the QASP if less than ten percent (10%) of the pages of written final deliverables contain Task Order Project Officer edits for such things as grammar, punctuation and format. The EPA TOPO can, upon request, furnish a copy of the EPA correspondence manual for the contractor's use.

Upon receipt of written technical direction from the TOPO, the contractor shall furnish:

- **all deliverables (draft and final) to EPA shall be furnished in an electronic version** and in an electronic format that EPA can support (see TSAWP Contract PWS Section 4.0 Deliverables).
- **all final deliverables to EPA shall include one (1) electronic copy and a transmittal email that describes the attached deliverable and summarizes QA procedures applied in its development.** All final deliverables shall be prepared according to EPA publication guidelines and shall be compliant with Section 508 of the **Americans with Disabilities Act**.

**All submittals** to EPA shall be formatted as described below.

**Electronic submissions** shall be made in the following manner: electronic Microsoft Word© for any written reports, summaries or analysis documents, Microsoft Excel© format for any and all spreadsheets, ESRI file Geodatabase (or other format approved by the EPA TOPO) for geospatial datasets. **Final electronic submissions** shall be on Compact Disk (CD) or Digital Versatile Disc (DVD) if too large to email as attachments or deliver via FTP. Every electronic document and all of the sections, text, graphs, charts or figures shall be unlocked, open and editable so that EPA may make further changes.

Appropriate electronic format that is supported by EPA and printing of all GIS data layers, maps, photos, bench sheets and other written material not easily printed or saved in the above formats shall be discussed and a format agreed upon with the EPA TOPO prior to submittal by the contractor.

## **VALIDATION OF SECTION 508 COMPLIANCE OF TASK ORDER DELIVERABLES**

The Contractor will support the TOPO in conducting a "Final Deliverable Validation" to ensure compliance with Section 508 and the Federal Acquisition Regulations (FAR) related to "electronic and information technology (EIT) deliverables". The Contractor shall furnish certification, in writing, to the TOPO that the Contractor has complied with EPAAR Clause 1552.211-79 "Compliance with EPA Policies for Information Resources Management", including

the requirement that all electronic and information technology (EIT) deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/> .

## **TRAVEL**

All travel under this Task Order shall be in compliance with contract requirements and only according to specific Technical Direction. (See contract clause H-17).

## **CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as Contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative.

The Contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the EPA Task Order Project Officer.

## **CONFERENCE/MEETING GUIDELINES AND LIMITATIONS:**

The EPA projects that none of the individual meetings identified in these tasks will exceed a total cost of \$20,000 with the exception of a national workshop under Task 5. The contractor shall immediately notify the EPA Contracting Officer, PO and TOPO of any anticipated individual event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

**QUALITY ASSURANCE SURVEILLANCE PLAN:** per contract requirements

## **ATTACHMENTS**

Filename HWI Support Final QAPP.PDF: "Healthy Watersheds Initiative Support Quality Assurance Project Plan" Task Order No. 31, Contract EP-C-08-002, June 25, 2012. (18 pp) (redacted copy attached).

Clinch-Powell Watershed Health Assessment (5-6-2013).pdf  
<ftp://ftp.epa.gov/storet/xfer/> ClinchPowell zip file

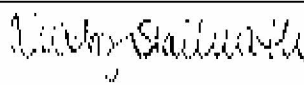
Comments on assessment report:

- CP\_HealthyWatersV1\_VAReview.pdf

- Clinch-Powell Watershed Health Assessment (5-6-2013)JKLSuggest.pdf
- Clinch-Powell Watershed Health Assessment (5-6-2013)(TSO).pdf
- CP\_HealthyWatersV1\_VAReview\_Patricks\_Comments.pdf
- David\_Duhl.pdf
- EPAR3.pdf
- ClinchPowell\_HWI\_Meeting\_Notes 07302013.pdf

FINALMontana PPR Literature Review 5\_6 Final.pdf  
MT\_Technical\_Approach 07-30-13.pdf

TauntonWatershedResiliency\_Draft\_42613.pdf  
Consolidated comments on Draft7\_2\_13.pdf  
Taunton Healthy Watershed Report annotate outline July 24\_13(2).pdf

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE OF PAGES 1 8									
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)									
6. ISSUED BY (FOR U.S. MAIL ONLY) US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268		CODE CP0D		7. ADMINISTERED BY (If other than Item 6) CP0D US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268		CODE CP0D									
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  R T I International Attn: DEBORAH ELLISON PO BOX 12194 (b)(4) RESEARCH TRIANGLE PARK NC 277092194				(x)											
				9A. AMENDMENT OF SOLICITATION NO.											
				9B. DATED (SEE ITEM 11)											
				x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-12-054 0004											
CODE (b)(4)		FACILITY CODE		10B. DATED (SEE ITEM 13) 09/26/2013											
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>															
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.															
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule															
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>															
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">CHECK ONE</td> <td>A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.</td> </tr> <tr> <td>X</td> <td>B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).</td> </tr> <tr> <td></td> <td>C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:</td> </tr> <tr> <td></td> <td>D. OTHER (Specify type of modification and authority)</td> </tr> </table>								CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.	X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).		C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:		D. OTHER (Specify type of modification and authority)
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.														
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).														
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:														
	D. OTHER (Specify type of modification and authority)														
<b>E. IMPORTANT:</b> Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ 0 _____ copies to the issuing office.															
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) DUNS Number: (b)(4) OWOW Healthy Watersheds Initiative															
The purpose of this modification is to 1) rescind the current Alternate Task Order Contracting Officer Representative, Stuart Lehman's authority; and 2) to appoint Nancy Arazan as the new Alternate Task Order Contracting Officer Representative. TOPO: Laura Gabanski Max Expire Date: 03/27/2018 LIST OF CHANGES: Reason for Modification : Other Administrative Action															
Continued ...															
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.															
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)											
				Courtney Stallworth											
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		1"  ELECTRONIC SIGNATURE		16C. DATE SIGNED									
(Signature of person authorized to sign)						01/30/2014									
NSN 7540-01-152-8070 Previous edition unusable				STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243											

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-C-12-054/0004/001

PAGE OF

2

8

NAME OF OFFEROR OR CONTRACTOR

R T I International

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Alternate COR/Project Officer changed to : Nancy Arazan USEPA Mail Code: 4503T Street Address: 1200 Pennsylvania Ave., NW Washington, DC 20460 (202)566-0815 arazan.nancy@epa.gov Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 09/26/2013 to 09/24/2014 All other terms and conditions shall remain unchanged.				



<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 3	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
002		See Block 16C		PR-OW-14-00399			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
CP0D				CP0D		CP0D	
(FOR U.S. MAIL ONLY) US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268				CP0D US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x) 9A. AMENDMENT OF SOLICITATION NO.			
R T I International Attn: DEBORAH ELLISON PO BOX 12194 (b)(4) RESEARCH TRIANGLE PARK NC 277092194				9B. DATED (SEE ITEM 11)			
				x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-12-054 0004			
				10B. DATED (SEE ITEM 13) 09/26/2013			
CODE		(b)(4)		FACILITY CODE			
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)				Net Increase:		\$138,128.82	
See Schedule							
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
X	D. OTHER (Specify type of modification and authority) Unilateral - H.1 EPAAR 1552.217-71 & FAR 52.232-22						
<b>E. IMPORTANT:</b> Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ 0 _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: (b)(4)							
The purpose of this modification is to exercise Option Period I with incremental funding in the amount of \$138,128.82.							
TOPO: Laura Gabanski Max Expire Date: 03/27/2018							
LIST OF CHANGES:							
Reason for Modification: Exercise an Option							
CHANGES FOR LINE ITEM NUMBER: 2 (Option Period I)							
Obligated Amount for this modification: \$138,128.82							
Exercised option							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Noelle Mills			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. DATE SIGNED		16C. DATE SIGNED	
(Signature of person authorized to sign)				ELECTRONIC SIGNATURE		06/24/2014	

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-C-12-054/0004/002

PAGE OF

2

3

NAME OF OFFEROR OR CONTRACTOR

R T I International

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code: 14-15-B-87FP-202BD4X25-2505-1487PE4009-001 Beginning FiscalYear 14 Ending Fiscal Year 15 Fund (Appropriation) B Budget Organization 87FP Program (PRC) 202BD4X25 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 1487PE4009-001 Amount: \$138,128.82 Delivery Location Code: OW-OWOW-AWPD-NPSB AWPD-NPSB US EPA-OW-OWOW-AWPD-NPSB 1200 PENNSYLVANIA AVE., NW MC-4503-T WASHINGTON DC 20460</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 09/26/2013 to 09/24/2015 All other terms and conditions shall remain unchanged.</p>				

The following clause is revised by this modification as follows:

**B-1 LOCAL CLAUSES EPA-B-16-102 ESTIMATED COST AND FIXED FEE**

**Option Period I**

- (a) The estimated cost of this contract is (b)(4)
- (b) The fixed fee is (b)(4)
- (c) The total estimated cost and fixed fee is \$316,646.

The following clause is incorporated by this modification.

**B-2 LOCAL CLAUSES EPA-B-32-101 LIMITATION OF FUNDS NOTICE**

**Option Period I**

(a) Pursuant to the Limitation of Funds clause, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funding in the amount of (b)(4) is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 3/3/2015.

(b) When the contract is fully funded as specified in the Estimated Cost and Fixed Fee Clause (EP 52.216-190), the Limitation of Cost clause shall become applicable.

(c) Recapitulation of Funds

	Estimated Cost	Fixed Fee	Cost Plus Fixed Fee
Modification 2	(b)(4)	(b)(4)	\$138,128.82
Total Funded			\$138,128.82
Total Task Order			\$316,646.00
Balance Unfunded			\$178,517.18

The following clause is incorporated by this modification.

**F-1 LOCAL CLAUSES EPA-F-12-101 PERIOD OF PERFORMANCE**

The period of performance of this contract shall be from 9/26/2013 through 9/24/2015 inclusive of all required reports.

NSN 7540-01-152-8070	STANDARD FORM 63 (Rev. 10-83)
Previous edition unsatisfactory	Prescribed by GSA
	FAR (48 CFR) 53.243

NAME OF OFFEROR OR CONTRACTOR  
R T I International

ITEM NO (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Payment:</p> <p>RTP Finance Center</p> <p>US Environmental Protection Agency</p> <p>RTP-Finance Center</p> <p>Mail Drop D143-02</p> <p>109 TW Alexander Drive</p> <p>Durham NC 27711</p> <p>Period of Performance: 09/26/2013 to 09/24/2015</p> <p>All other terms and conditions shall remain unchanged.</p>				

**PERFORMANCE WORK STATEMENT  
TSAWP Multiple-Award Contracts  
TASK ORDER SOLICITATION ID PR-OW-13-00141**

**Healthy Watersheds Program Support**

**BACKGROUND:**

U.S. EPA, in partnership with others, launched the Healthy Watersheds Program (HWP) to protect and maintain healthy watersheds having natural, intact aquatic ecosystems; prevent them from becoming impaired; and accelerate restoration successes. This Program is being implemented by promoting a strategic, large scale systems approach to identify and protect healthy watersheds based on integrated assessments of aquatic habitat, biotic communities, chemistry, and watershed processes such as hydrology, fluviogeomorphology, and natural disturbance regimes. The purpose of this Task Order is to provide support to the Healthy Watershed Program (HWP) including web site updates, newsletter, and managing online forum and webinars; identifying healthy watersheds through integrated assessments; assessments of healthy watershed components; development of healthy watershed protection programs, strategies and projects; and integration of healthy watershed identification and protection into EPA programs. The contractor shall provide HWP support to EPA for specific projects in the Base Period and in each Option Period, as described in the Tasks below. All deliverables must be in an electronic format supported by EPA.

**TASK 1:       Quality Management Plan, QAPP and progress reports**

A Task Order kick-off call or meeting will be held within 15 days of the issuance of the Task Order. The Task Order will be reviewed and the QAPP will be discussed and reviewed.

The contractor shall adhere to the Quality Management Plan (QMP) customized for and incorporated into this contract in performing the scope of requested services in this task order. EPA expects the contractor's Cost and Technical Proposals will fully account for the completion of all Quality Assurance (QA)-related tasks, reviews, and reporting, including those described in the Contract QMP and the project Quality Assurance Project Plan (QAPP).

This Task Order involves the use of existing data, website page development, geospatial data, and modeling. Accordingly, EPA policy requires that an *approved* QAPP be in place before any work begins that involves the collection, generation, evaluation, analysis or use of environmental data. The contractor shall adhere to an existing Quality Assurance Project Plan (QAPP) completed under a previous HWI contractor assignment that comprehensively and

adequately addresses all the elements of this Task Order, and that QAPP<sup>1</sup>. The contractor shall update the attached QAPP to reflect current project status, PWS requirements and project organization. That QAPP will be provided to the contractor that is awarded this Task Order by EPA. For any updating of the QAPP, the contractor shall follow the applicable QAPP requirements as provided in *EPA Requirements for Quality Assurance Project Plans: EPA QA/R-5* (<http://www.epa.gov/quality/qs-docs/r5-final.pdf>), and *Guidance for Quality Assurance Project Plans(QA/G-5)*, EPA/600/R-98/018, (<http://www.epa.gov/quality/qapps.html>) , as well as other guidance relevant to this Task Order, that can be found at <http://www.epa.gov/quality/qapps.html>. All QA documentation prepared under this Task Order shall be considered non-proprietary, and shall be made available to the public upon request.

The contractor shall immediately notify the EPA TOCOR of any QA problems encountered that may impact the performance of this Task Order, with recommendations for corrective action. If notification is by phone call, the contractor shall follow up with email notification within 5 days.

The contractor also shall provide EPA with monthly reports of QA-related activities performed during implementation of this Task Order. These monthly QA reports shall identify QA activities performed to support implementation of this Task Order, problems encountered, proposed solutions, and corrective actions taken. The contractor may include this as a part of the contract-required monthly financial/technical progress report.

Existing QAPPs shall require updates if changes that affect QA protocols in the QAPP have occurred. Contractor QMPs are periodically revised which may or may not affect an existing QAPP from an earlier year. Ongoing usage of QAPPs under this Task Order also can reveal the need for any updates. The contractor shall review the existing QAPP, check for necessary revisions based on the factors above, and report in writing to the TOCOR on the necessity of any updates or modifications within 10-15 business days. The contractor also shall notify the EPA TOCOR at any time during the Task Order if changes to the QAPP are warranted (e.g., due to organizational changes, revised technical approaches). If, during the Period of Performance of this Task Order, the EPA TOCOR determines revisions to the QAPP are necessary, the contractor shall submit a revised QAPP in track changes version of MS Word, and shall include a version history page that summarizes changes made, within 10-15 business days after receiving written technical direction to do so. The Contractor also shall provide EPA with copies of any modified SOPs or checklists to be attached to the QAPP. The contractor shall provide a revised QAPP, then a final that responds to EPA's written comments within 5 business days of receipt of EPA's comments on the draft.

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<sup>1</sup> Filename HWI Support Final QAPP.PDF: "Healthy Watersheds Initiative Support Quality Assurance Project Plan" Task Order No. 31, Contract EP-C-08-002, June 25, 2012. (18 pp)(redacted copy attached).



No work on the task order shall proceed (on any environmental data collection, analysis, or modeling tasks) until any changes are reflected in the QAPP, and have been approved by the EPA QA Officer.

**Reporting Requirements:**

- a. The contractor shall include a QA/QC section within each major deliverable (as specified above)
- b. The contractor shall provide monthly reports of QA activities performed during implementation of this task order (as specified above).

**Progress Reports:**

In addition to the brief monthly reports required by the contract, the contractor shall also transmit to the EPA TOCOR a brief, emailed progress report twice an option year. These reports are due no less than 60 days before the halfway point, and 60 days before the end, of the Task's current option year. This report shall summarize the status of all HWP Support activities and related funding under this Task up to the report date, and estimate the projected activities and related funding that is expected to be used in the ensuing 60-day period.

**TASK 2: HWP COMMUNICATIONS SUPPORT**

The Contractor shall update the web site, [www.epa.gov/healthywatersheds](http://www.epa.gov/healthywatersheds) no more than 10 times per Base Period or Option Period year under the direction of the EPA TOCOR and in Drupel that can be reviewed and approved by the EPA TOCOR and then transferred to the EPA web group with an EPA request for website modification. This shall include adding new examples, literature to the searchable reference library, healthy watersheds home page featured program or project, *Healthy Watersheds News* issues (see below), healthy watersheds pilot project descriptions and updates, stories in the news, links to related federal programs, national map with links to projects, HWP publications, and new EPA regional contacts. New material for the website shall not exceed 20 pages and 50 examples, stories, literature, home page featured program or project, pilot projects, national map updates, links to related federal and regional or local programs, stories in the news, HWP publications, *Healthy Watersheds News* issues, and new EPA regional contacts per Base Period or Option Period year. The Contractor shall use the existing QAPP for the web site updates.

The Contractor shall, with input on content from the TOCOR, develop no more than 4 issues per Base Period or Option Period year of *Healthy Watersheds News*. This shall include layout and writing articles in a format that is comparable to recent past issues (posted online at [www.epa.gov/healthywatersheds](http://www.epa.gov/healthywatersheds)). The *Healthy Watersheds News* issues shall not exceed 6 pages per issue.

The Contractor shall manage the Healthy Watersheds Program Online Forum, hwi\_Info. This shall include adding posts, monitoring the discussion, approving new members, and enforcing the rules of the forum.



The Contractor shall provide support, under the direction of the EPA TOCOR, in setting-up and managing no more than 4 HWP webinars per Base Period or Option Period year.

New material for the website shall not exceed 10 pages and 15 examples;  
3 issues of *Healthy Watersheds News*; and 2 HWP webinars.

### **TASK 3: SUPPORT THE DEVELOPMENT OF STATE AND OTHER INTEGRATED HEALTHY WATERSHEDS ASSESSMENTS**

Under the direction of the TOCOR, the Contractor shall develop integrated healthy watersheds assessments using existing data and assessments following the assessment framework in Chapter 4 of the *Identifying and Protecting Healthy Watersheds Concepts, Assessments, and Management Approaches* found on [www.epa.gov/healthywatersheds](http://www.epa.gov/healthywatersheds). This shall include for each assessment the delivery of an assessment report and geodatabase of the assessment results. The report shall include an executive summary, introduction, methods overview, results and analysis including synthesis of watershed condition and vulnerability assessments, next steps and applications, references, any appendices, and maps and graphics. The reports shall include pictures and/or graphics on cover pages suitable for posting on the Healthy Watersheds web site. The overall steps in an integrated healthy watersheds assessment include, but are not limited to:

1. Organizing conference calls with assessment team (no more frequent than monthly) to discuss the steps below and provide call summaries
2. Identify, collect, and review existing data for 6 healthy watershed assessment framework ecological attributes and vulnerability indicators (e.g. future climate, land, and water use change) and create geodatabase
3. Develop draft technical approach
4. Conduct meeting with assessment team to decide on indicators, analysis unit (e.g. Hydrologic Unit Code or catchment), uses of the assessment, and overall technical approach, and provide summary of the meeting
5. Complete data collection for any new indicators and final draft technical approach
6. Circulate final draft of technical approach to assessment team for review and finalize
7. Analyze data, develop indicators for the 6 ecological attributes and vulnerability assessment, and develop landscape statistical or other models or statistical approaches to assess all watersheds or catchments and draft assessment report
8. Convene conference call of assessment team to discuss draft results and decide on index approach and/or thresholds, map output format, and associated graphics for displaying the results
9. Calculate index and develop graphics displaying results. Convene conference call of assessment team to review and finalize results and graphics and uses of the assessment
10. Complete draft assessment report and circulate to the assessment team for its review, and
11. Finalize report and transfer geodatabase to EPA and project client (e.g. state, National Estuary Program, Tribe, watershed group)

The Contractor shall develop integrated healthy watersheds assessments in no more than 2 states, no more than 1 National Estuary Program, no more than 1 Tribe, and/or no more than 2 geographic areas such as watersheds and ecoregions per Base Period or Option Period year.

For the Base Period, the Clinch-Powell Watersheds assessment will be completed and 1 other state assessment is projected.

For Option Period 1, the Clinch-Powell Watersheds assessment and Tennessee state assessment will be completed.

#### Clinch-Powell Assessment (Clinch-Powell Clean Rivers Initiative)

The Contractor shall evaluate the draft assessment report including preliminary results (attached), review data collected so far in the geodatabase and associated data analysis tables (attached link), review comments on the assessment (attached), review the summary of July 23, 2013 Call (attached), and propose a revised assessment technical approach. The Contractor shall convene conference calls of assessment team to discuss and decide on a new assessment approach. The Contractor shall collect any additional existing data. The Contractor shall convene conference calls of assessment team to discuss new indicators, results of the analysis, index approach and/or thresholds, combined output of watershed health and/or vulnerability assessments, next steps and applications, map format for displaying the results, and report graphics. The Contractor shall calculate indices and develop graphics displaying results. The Contractor shall complete draft and draft final reports and circulate them to the assessment team for its review. The Contractor shall finalize report and geodatabase.

#### **TASK 4: SUPPORT OF THE DEVELOPMENT OF HEALTHY WATERSHEDS COMPONENT ASSESSMENTS**

Under direction of the TOCOR, the Contractor shall develop additional healthy watersheds component assessments to include assessments of green infrastructure, landscape condition, habitat, geomorphology, hydrology, water quality, and biological condition in no more than 2 states, 1 Tribe, 1 National Estuary Program, and/or 2 geographic areas such as watersheds and ecoregions per Base Period or Option Period year. These assessments shall be similar to those in Chapters 2 and 3 of the EPA technical document, *Identifying and Protecting Healthy Watersheds Concepts, Assessments, and Management Approaches* found on [www.epa.gov/healthywatersheds](http://www.epa.gov/healthywatersheds) and consistent with the state of the science. The reports shall include pictures and/or graphics on cover pages suitable for posting on the Healthy Watersheds web site. The Contractor shall develop a project plan and schedule for each assessment prior to initiating work.

For the Base Period, the Montana Prairie Wetlands and Intermittent/Ephemeral Streams: Hydrologic Needs Assessment for Healthy Watersheds project shall be completed and no other projects are being planned.

For Option Period 1, the Montana Prairie Wetlands and Intermittent/Ephemeral Streams: Hydrologic Needs Assessment for Healthy Watersheds project shall be completed.

Montana Prairie Wetlands and Intermittent/Ephemeral Streams: Hydrologic Needs Assessment for Healthy Watersheds (Montana Department of Environmental Quality)

The Contractor shall review and evaluate the Literature Review (attached) and draft Technical Approach for Developing Testable Hypotheses and Precautionary Limits of Hydrologic Alteration (attached). The Contractor shall convene conference calls with the Montana technical team to develop testable hypotheses that describe how select species, communities, and processes respond to hydrologic changes during various months and seasons for prairie wetlands in eastern Montana. Each hypothesis will explicitly state who (species or guild) is affected by what (component of flow), when (months or season), where (habitat, such prairie wetlands), and how (hypothesized ecological response). The Contractor shall work the Montana technical team to quantify precautionary limits on hydrologic alteration. The Contractor shall produce draft and final reports with the literature summary and hydrologic needs assessment that is 508 compliant for posting on the Healthy Watersheds web site.

**TASK 5: SUPPORT DEVELOPMENT OF HEALTHY WATERSHEDS PROTECTION PROGRAMS, STRATEGIES, AND PROJECTS**

Under direction of the TOCOR, the Contractor shall assist in the development of healthy watersheds programs, strategies, and projects in no more than 3 states, no more than 3 Tribes, no more than 3 National Estuary Programs, and/or no more than 3 watersheds per Base Period or Option Period year. The Contractor shall develop a project plan and schedule for each program development project except for logistical support. Program support shall include: providing logistical support for conference calls, i.e., note taking, facilitation, summary; facilitating workshops; preparing written synthesis of information on healthy watersheds assessments and protection programs; supporting the development of state or tribal healthy watersheds strategies; and implementation of watershed level healthy watersheds protection projects. The Contractor shall produce a fact sheet and report on healthy watersheds implementation outlining a strategic approach to protecting healthy watersheds including the importance of a large scale systems approach, role of integrated assessments in identifying healthy watersheds, development of healthy watersheds state strategies, role of collaboration across organizations, and examples of healthy watershed protection actions and projects. Reports and fact sheet shall include pictures and/or graphics suitable for posting on the Healthy Watersheds web site.

For the Base Period, the Protecting Aquatic Ecosystem Resilience in the Massachusetts' Taunton River Watershed project shall be completed and three national HWI pilot projects are being planned. The pilot projects will commence in the Base Period and carry over into Option Period 1.

For Option Period I, the Protecting Aquatic Ecosystem Resilience in the Massachusetts' Taunton River Watershed project shall be completed.

#### Protecting Aquatic Ecosystem Resilience in the Massachusetts' Taunton River Watershed

The Contractor shall review the Protecting Resiliency in Massachusetts' Taunton River Watershed 4/26/13 draft report (attached), Consolidated Comments from EPA Region 1 (attached), and Revised Table of Contents for the Draft Report (attached). The Contractor shall discuss next steps with the EPA TOCOR and the Taunton Watershed Project Team and propose a final report outline. The Contractor shall develop a revised draft report based on the final outline. The Contractor shall incorporate comments on the draft report from the EPA TOCOR and the Taunton Watershed Project Team. The Contractor shall produce a final report. The report shall be 508 compliant for posting on the Healthy Watersheds web site.

#### **TASK 6: SUPPORT HWI PROGRAM INTEGRATION**

Under direction of the TOCOR, the Contractor shall assist in developing strategies and implementing projects that demonstrate HWI integration into the Wetlands and National Estuary Programs (NEPs), and other EPA programs. Emphasis shall be placed on demonstration projects.

For the Base Period, no activity is expected for this task. Activity is anticipated under this task in Option Period I.

#### **SCHEDULE OF BENCHMARKS AND DELIVERABLES**

Base Period: 12 months		
TASK	BENCHMARK / DELIVERABLE / MILESTONES	SCHEDULE
1	1a. Task Order Kick-Off Meeting	Within 15 days of TO Award
1	1b. The contractor shall review the "Healthy Watersheds Initiative Support Quality Assurance Project Plan" and, <ul style="list-style-type: none"> <li>• Verify that the QAPP is still appropriate for use; or</li> <li>• Recommend revisions.</li> </ul>	Within 30 days of TO Award
1	Immediately notify the EPA TOCOR of any QA	Immediate notification. If

	problems encountered that may impact the performance of this Task Order, with recommendations for corrective action	notification is by phone call, the contractor shall follow up with email notification within 5 days.
1	1c. The contractor shall notify the EPA TOCOR at any time during the task order if change to the QAPP is warranted (e.g., due to organizational changes, revised technical approaches).	10-15 business days after receipt of written technical direction, the contractor shall submit a draft revised QAPP. Within 5 business days of receipt of EPA's comments on the draft QAPP, a final QAPP that responds to EPA's written comments
1	1d. If, during the Period of Performance of this Task Order, the EPA TOCOR provides technical direction that revisions to the QAPP are determined to be necessary, the contractor shall submit a revised QAPP, including the revision summary, within 10-15 business days after receiving written technical direction to do so. When preparing this "draft" revised version of the QAPP, the contractor shall ensure that it is written in an active voice and shall include a version history page that summarizes changes made. The contractor also shall provide EPA with copies of any modified SOPs or checklists. EPA will review the "draft" revised QAPP and provide the contractor with written approval or comments. The contractor shall provide a final QAPP that responds to EPA's written comments within 5 business days of receipt of EPA's comments on the draft QAPP.	10-15 business days after receipt of written technical direction, the contractor shall submit a draft revised QAPP. 5 business days of receipt of EPA's comments on the draft QAPP, the contractor shall submit a final QAPP that responds to EPA's written comments
1	1e. Progress report pre-midyear	NLT 60 days prior to midpoint of base year
1	1f. Progress report pre-end of year	NLT 60 days prior to end of base year
1	1g. Monthly progress reports per contract requirement	As specified in contract
HWI Communications Support		
2	2a. Website updates up to 10 times per year and not exceed 20 pages and 50 examples as specified in written technical direction from the EPA TOCOR	10-15 business days after receipt of written technical direction

2	2b. <i>Healthy Watersheds News</i> issues up to 4 issues per year as specified in written technical direction from the EPA TOCOR	10-15 business days after receipt of written technical direction
2	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 0 – Day 180 of Task year
2	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 90 – Day 270 of Task year
2	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 180 – Day 360 of Task year
2	2d. Up to 4 HWI webinars per year as specified in written technical direction from the EPA TOCOR	40-60 business days after receipt of written technical direction

#### Integrated Assessments Detailed Deliverables and Milestones

3	3a. Conference calls & call summaries	Calls: within 21 days of written technical direction Call summaries: within 5 business days of written technical direction
3	3b. Collect indicator data and place into a geodatabase	Within 80-100 business days of beginning of each assessment
3	3c. Draft technical approach	Within 80-100 business days of beginning of each assessment
3	3d. Conduct meeting with assessment team & meeting summary	Within 80-100 business days of beginning of each assessment
3	3.e. Complete data collection and final draft technical approach	Within 120 business days of beginning of each assessment
3	3.f. Final technical approach	Within 10 business days of written technical direction
3	3.g. Six ecological attribute indicators analyzed using statistical models/approaches & vulnerability assessment and draft assessment report	Within 160 business days of beginning of each assessment
3	3.h. Convene conference call to decide on any thresholds, index approach, and display of results and call summary	Within 10 business days of written technical direction
3	3. i. Call summary on assessment team's review of results, graphics, & uses of assessment	Within 5 business days of written technical direction
3	3.j. Draft assessment report	Within 200 business days of beginning of each assessment
3	3.k. Final assessment report and transfer	Within 200- 280 business days

	geodatabase to EPA and project client (e.g, state, National Estuary Program, Tribe, watershed group)	of beginning of each assessment
<b>3CPa.</b>	Conference calls & written call summaries	Calls: within 21 days of written technical direction Call summaries: within 5 business days of written technical direction
<b>3CPb.</b>	Project evaluation and proposed revised assessment technical approach	Within 20 business days of written technical direction
<b>3CPc.</b>	Complete data collection and final draft technical approach	Within 15 business days of written technical direction
<b>3CPd.</b>	Final technical approach report	Within 5 business days of written technical direction
<b>3CPe.</b>	Six ecological attribute indicators analyzed using statistical models/approaches &/or vulnerability assessment and draft assessment report	Within 25 business days of written technical direction
<b>3CPf.</b>	Convene conference call to decide on any thresholds, index approach, and display of results and written call summary	Within 10 business days of written technical direction
<b>3CPg.</b>	Written call summary on assessment team's review of results, graphics, & uses of assessment	Within 5 business days of written technical direction
<b>3CPj.</b>	Draft assessment report	Within 20 business days of written technical direction
<b>3CPk.</b>	Final assessment report and transfer geodatabase to EPA and project client	Within 15 business days of written technical direction
<b>Healthy Watersheds Component Assessments</b>		
<b>4</b>	4a. Project plan and schedule	Within 5 days of beginning of each project
<b>4</b>	4b. Conference calls and call summaries	Calls: within 21 days of written technical direction Call summaries: within 5 business days of written technical direction
<b>4</b>	4c. Draft assessment report	Within 200 business days of beginning of each assessment
<b>4</b>	4d. Final assessment report and transfer assessment database to EPA and project client (e.g, state, National Estuary Program, Tribe, watershed group)	Within 200- 280 business days of beginning of each assessment
<b>4.MTa.</b>	4.MTa. Review and evaluate the Literature	Within 5 business days of

	Review and draft Technical Approach for Developing Testable Hypotheses and Precautionary Limits of Hydrologic Alteration	written technical direction
<b>4.MTb.</b>	Conference calls and call summaries	Calls: within 15 days of written technical direction Call summaries: within 5 business days of written technical direction
<b>4.MTc.</b>	Draft Testable Hypotheses and precautionary limits of hydrologic alteration	Within 10 business days of written technical direction
<b>4.MTd.</b>	Final Testable Hypotheses and precautionary limits of hydrologic alteration	Within 10 business days of written technical direction
<b>4.MTe.</b>	Draft final report with the literature summary and hydrologic needs assessment	Within 15 business days of written technical direction
<b>4.MTf.</b>	Final report with the literature summary and hydrologic needs assessment	Within 10 business days of written technical direction
<b>Healthy Watersheds Protection Programs, Strategies, and Projects</b>		
5	5a. Project plan and schedule	Within 5 days of beginning of each project
5	5b. Conference call and workshop logistical support, facilitation, and summary	Calls: within 21 days of written technical direction Workshop: Within 5 business days of written technical direction
5	5c. Draft report	Within 7 business days of written technical direction
5	5d. Final report	Within 10 business days of written technical direction
5	5e. Draft fact sheet and report on healthy watersheds implementation	Within 7 business days of written technical direction
5	5 f. Final fact sheet and report on healthy watersheds implementation	Within 10 business days of written technical direction
<b>5.Ta.</b>	Discuss next steps on the project	Within 5 business days of project initiation
<b>5.Tb.</b>	Conference calls and call summaries	Calls: within 15 days of written technical direction Call summaries: within 5 business days of written technical direction
<b>5.Tc.</b>	Final report outline	Within 5 business days of project initiation
<b>5.Td.</b>	5.Td. Draft report	Within 20 business days of written technical direction



5.Te.	Final report	Within 10 business days of written technical direction
<b>SUPPORT HWI PROGRAM INTEGRATION</b>		
6	6a. Meeting summaries	Within 5 business days of written technical direction
6	6b. Program integration project plan and schedule	Within 10 business days of written technical direction
6	6c. Draft and final program integration strategies	Within 10 business days of written technical direction
6	6d. Draft and final project reports	Within 10 business days of written technical direction
<b>Option Period 1: 12 months</b>		
<b>TASK</b>	<b>BENCHMARK / DELIVERABLE / MILESTONES</b>	<b>SCHEDULE</b>
1	1a. Task Order Kick-Off Meeting	Within 15 days of TO Award
1	1b. The contractor shall review the "Healthy Watersheds Initiative Support Quality Assurance Project Plan" and, <ul style="list-style-type: none"> <li>Verify that the QAPP is still appropriate for use; or</li> <li>Recommend revisions.</li> </ul>	Within 30 days of beginning of new Option Period
1	immediately notify the EPA TOCOR of any QA problems encountered that may impact the performance of this Task Order, with recommendations for corrective action	Immediate notification. If notification is by phone call, the contractor shall follow up with email notification within 5 days.
1	1c. The contractor shall notify the EPA TOCOR at any time during the task order if changes to the QAPP is warranted (e.g., due to organizational changes, revised technical approaches).	10-15 business days after receipt of written technical direction, the contractor shall submit a draft revised QAPP. Within 5 business days of receipt of EPA's comments on the draft QAPP, a final QAPP that responds to EPA's written comments
1	1d. If, during the Period of Performance of this Task Order, the EPA TOM provides technical direction that revisions to the QAPP are determined to be necessary, the contractor shall submit a revised QAPP, including the revision summary, within 10-15 business days after receiving written technical direction to do so. When preparing this "draft" revised version of the QAPP, the contractor shall ensure that it	10-15 business days after receipt of written technical direction, the contractor shall submit a draft revised QAPP. Within 5 business days of receipt of EPA's comments on the draft QAPP, a final QAPP that responds to EPA's written comments

	is written in an active voice and shall include a version history page that summarizes changes made. The contractor also shall provide EPA with copies of any modified SOPs or checklists. EPA will review the "draft" revised QAPP and provide the contractor with written approval or comments. The contractor shall provide a final QAPP that responds to EPA's written comments within 5 business days of receipt of EPA's comments on the draft QAPP.	
1	1e. Progress report pre-midyear	NLT 60 days prior to midpoint of option year
1	1f. Progress report pre-end of year	NLT 60 days prior to end of option year
1	1g. Monthly progress reports per contract requirement	As specified in contract
HWI Communications Support		
2	2a. Website updates up to 10 times per year and not exceed 20 pages and 50 examples as specified in written technical direction from the EPA TOCOR	10-15 business days after receipt of written technical direction
2	2b. <i>Healthy Watersheds News</i> issues up to 4 issues per year as specified in written technical direction from the EPA TOCOR	10-15 business days after receipt of written technical direction
2	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 0 – Day 180 of Task year
2	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 90 – Day 270 of Task year
2	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 180 – Day 360 of Task year
2	2d. Up to 4 HWI webinars per year as specified in written technical direction from the EPA TOCOR	40-60 business days after receipt of written technical direction
Integrated Assessments Detailed Deliverables and Milestones		
3	3a. Conference calls & call summaries	Calls: within 21 days of written technical direction Call summaries: within 5 business days of written technical direction

3	3b. Collect indicator data and place into a geodatabase	Within 80-100 business days of beginning of each assessment
3	3c. Draft technical approach	Within 80-100 business days of beginning of each assessment
3	3d. Conduct meeting with assessment team & meeting summary	Within 80-100 business days of beginning of each assessment
3	3.e. Complete data collection and final draft technical approach	Within 120 business days of beginning of each assessment
3	3.f. Final technical approach	Within 10 business days of written technical direction
3	3.g. Six ecological attribute indicators analyzed using statistical models/approaches & vulnerability assessment and draft assessment report	Within 160 business days of beginning of each assessment
3	3.h. Convene conference call to decide on any thresholds, index approach, and display of results and call summary	Within 10 business days of written technical direction
3	3. i. Call summary on assessment team's review of results, graphics, & uses of assessment	Within 5 business days of written technical direction
3	3.j. Draft assessment report	Within 200 business days of beginning of each assessment
3	3.k. Final assessment report and transfer geodatabase to EPA and project client (e.g, state, National Estuary Program, Tribe, watershed group)	Within 200- 280 business days of beginning of each assessment

#### Healthy Watersheds Component Assessments

4	4a. Project plan and schedule	Within 5 days of beginning of each project
4	4b. Conference calls and call summaries	Calls: within 21 days of written technical direction Call summaries: within 5 business days of written technical direction
4	4c. Draft assessment report	Within 200 business days of beginning of each assessment
4	4d. Final assessment report and transfer assessment database to EPA and project client (e.g, state, National Estuary Program, Tribe, watershed group)	Within 200- 280 business days of beginning of each assessment

#### Healthy Watersheds Protection Programs, Strategies, and Projects

5	5a. Project plan and schedule	Within 5 days of beginning of each project
5	5b. Conference call and workshop logistical	Calls: within 21 days of written

	support, facilitation, and summary	technical direction Workshop: Within 5 business days of written technical direction
5	5c. Draft report	Within 7 business days of written technical direction
5	5d. Final report	Within 10 business days of written technical direction
5	5e. Draft fact sheet and report on healthy watersheds implementation	Within 7 business days of written technical direction
5	5 f. Final fact sheet and report on healthy watersheds implementation	Within 10 business days of written technical direction
<b>SUPPORT HWI PROGRAM INTEGRATION</b>		
6	6a. Meeting summaries	Within 5 business days of written technical direction
6	6b. Program integration project plan and schedule	Within 10 business days of written technical direction
6	6c. Draft and final program integration strategies	Within 10 business days of written technical direction
6	6d. Draft and final project reports	Within 10 business days of written technical direction
<b>Option Period 2: 12 months</b>		
<b>TASK</b>	<b>BENCHMARK / DELIVERABLE / MILESTONES</b>	<b>SCHEDULE</b>
<b>1</b>	1a. Task Order Kick-Off Meeting	Within 15 days of TO Award
<b>1</b>	1b. The contractor shall review the "Healthy Watersheds Initiative Support Quality Assurance Project Plan" and, <ul style="list-style-type: none"> <li>• Verify that the QAPP is still appropriate for use; or</li> <li>• Recommend revisions.</li> </ul>	Within 30 days of beginning of new Option Period
<b>1</b>	immediately notify the EPA TOCOR of any QA problems encountered that may impact the performance of this Task Order, with recommendations for corrective action	Immediate notification. If notification is by phone call, the contractor shall follow up with email notification within 5 days.
<b>1</b>	1c. The contractor shall notify the EPA TOCOR at any time during the task order if changes to the QAPP is warranted (e.g., due to organizational changes, revised technical approaches).	10-15 business days after receipt of written technical direction, the contractor shall submit a draft revised QAPP. Within 5 business days of receipt of EPA's comments on the draft QAPP, a final QAPP that responds to EPA's written

		comments
1	1d. If, during the Period of Performance of this Task Order, the EPA TOM provides technical direction that revisions to the QAPP are determined to be necessary, the contractor shall submit a revised QAPP, including the revision summary, within 10-15 business days after receiving written technical direction to do so. When preparing this "draft" revised version of the QAPP, the contractor shall ensure that it is written in an active voice and shall include a version history page that summarizes changes made. The contractor also shall provide EPA with copies of any modified SOPs or checklists. EPA will review the "draft" revised QAPP and provide the contractor with written approval or comments. The contractor shall provide a final QAPP that responds to EPA's written comments within 5 business days of receipt of EPA's comments on the draft QAPP.	10-15 business days after receipt of written technical direction, the contractor shall submit a draft revised QAPP. Within 5 business days of receipt of EPA's comments on the draft QAPP, a final QAPP that responds to EPA's written comments
1	1e. Progress report pre-midyear	NLT 60 days prior to midpoint of option year
1	1f. Progress report pre-end of year	NLT 60 days prior to end of option year
1	1g. Monthly progress reports per contract requirement	As specified in contract
HWI Communications Support		
2	2a. Website updates up to 10 times per year and not exceed 20 pages and 50 examples as specified in written technical direction from the EPA TOCOR	10-15 business days after receipt of written technical direction
2	2b. <i>Healthy Watersheds News</i> issues up to 4 issues per year as specified in written technical direction from the EPA TOCOR	10-15 business days after receipt of written technical direction
2	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 0 – Day 180 of Task year
2	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 90 – Day 270 of Task year
2	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 180 – Day 360 of Task year

2	2d. Up to 4 HWI webinars per year as specified in written technical direction from the EPA TOCOR	40-60 business days after receipt of written technical direction
<b>Integrated Assessments Detailed Deliverables and Milestones</b>		
3	3a. Conference calls & call summaries	Calls: within 21 days of written technical direction Call summaries: within 5 business days of written technical direction
3	3b. Collect indicator data and place into a geodatabase	Within 80-100 business days of beginning of each assessment
3	3c. Draft technical approach	Within 80-100 business days of beginning of each assessment
3	3d. Conduct meeting with assessment team & meeting summary	Within 80-100 business days of beginning of each assessment
3	3.e. Complete data collection and final draft technical approach	Within 120 business days of beginning of each assessment
3	3.f. Final technical approach	Within 10 business days of written technical direction
3	3.g. Six ecological attribute indicators analyzed using statistical models/approaches & vulnerability assessment and draft assessment report	Within 160 business days of beginning of each assessment
3	3.h. Convene conference call to decide on any thresholds, index approach, and display of results and call summary	Within 10 business days of written technical direction
3	3. i. Call summary on assessment team's review of results, graphics, & uses of assessment	Within 5 business days of written technical direction
3	3.j. Draft assessment report	Within 200 business days of beginning of each assessment
3	3.k. Final assessment report and transfer geodatabase to EPA and project client (e.g, state, National Estuary Program, Tribe, watershed group)	Within 200- 280 business days of beginning of each assessment
<b>Healthy Watersheds Component Assessments</b>		
4	4a. Project plan and schedule	Within 5 days of beginning of each project
4	4b. Conference calls and call summaries	Calls: within 21 days of written technical direction Call summaries: within 5 business days of written technical direction
4	4c. Draft assessment report	Within 200 business days of

		beginning of each assessment
4	4d. Final assessment report and transfer assessment database to EPA and project client (e.g, state, National Estuary Program, Tribe, watershed group)	Within 200- 280 business days of beginning of each assessment
<b>Healthy Watersheds Protection Programs, Strategies, and Projects</b>		
5	5a. Project plan and schedule	Within 5 days of beginning of each project
5	5b. Conference call and workshop logistical support, facilitation, and summary	Calls: within 21 days of written technical direction Workshop: Within 5 business days of written technical direction
5	5c. Draft report	Within 7 business days of written technical direction
5	5d. Final report	Within 10 business days of written technical direction
5	5e. Draft fact sheet and report on healthy watersheds implementation	Within 7 business days of written technical direction
5	5 f. Final fact sheet and report on healthy watersheds implementation	Within 10 business days of written technical direction
<b>SUPPORT HWI PROGRAM INTEGRATION</b>		
6	6a. Meeting summaries	Within 5 business days of written technical direction
6	6b. Program integration project plan and schedule	Within 10 business days of written technical direction
6	6c. Draft and final program integration strategies	Within 10 business days of written technical direction
6	6d. Draft and final project reports	Within 10 business days of written technical direction

#### Option Period 3: 12 months

<b>TASK</b>	<b>BENCHMARK / DELIVERABLE / MILESTONES</b>	<b>SCHEDULE</b>
1	1a. Task Order Kick-Off Meeting	Within 15 days of TO Award
1	1b. The contractor shall review the "Healthy Watersheds Initiative Support Quality Assurance Project Plan" and, <ul style="list-style-type: none"> <li>• Verify that the QAPP is still appropriate for use; or</li> <li>• Recommend revisions.</li> </ul>	Within 30 days of beginning of new Option Period
1	immediately notify the EPA TOCOR of any QA problems encountered that may impact the performance of this Task Order, with	Immediate notification. If notification is by phone call, the contractor shall follow up with

	recommendations for corrective action	email notification within 5 days.
1	1c. The contractor shall notify the EPA TOCOR at any time during the task order if changes to the QAPP is warranted (e.g., due to organizational changes, revised technical approaches).	10-15 business days after receipt of written technical direction, the contractor shall submit a draft revised QAPP. Within 5 business days of receipt of EPA's comments on the draft QAPP, a final QAPP that responds to EPA's written comments
1	1d. If, during the Period of Performance of this Task Order, the EPA TOCOR provides technical direction that revisions to the QAPP are determined to be necessary, the contractor shall submit a revised QAPP, including the revision summary, within 10-15 business days after receiving written technical direction to do so. When preparing this "draft" revised version of the QAPP, the contractor shall ensure that it is written in an active voice and shall include a version history page that summarizes changes made. The contractor also shall provide EPA with copies of any modified SOPs or checklists. EPA will review the "draft" revised QAPP and provide the contractor with written approval or comments. The contractor shall provide a final QAPP that responds to EPA's written comments within 5 business days of receipt of EPA's comments on the draft QAPP.	10-15 business days after receipt of written technical direction, the contractor shall submit a draft revised QAPP. Within 5 business days of receipt of EPA's comments on the draft QAPP, a final QAPP that responds to EPA's written comments
1	1e. Progress report pre-midyear	NLT 60 days prior to midpoint of option year
1	1f. Progress report pre-end of year	NLT 60 days prior to end of option year
1	1g. Monthly progress reports per contract requirement	As specified in contract
HWI Communications Support		
2	2a. Website updates up to 10 times per year and not exceed 20 pages and 50 examples as specified in written technical direction from the EPA TOCOR	10-15 business days after receipt of written technical direction
2	2b. <i>Healthy Watersheds News</i> issues up to 4 issues per year as specified in written technical direction from the EPA TOCOR	10-15 business days after receipt of written technical direction



2	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 0 – Day 180 of Task year
2	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 90 – Day 270 of Task year
2	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 180 – Day 360 of Task year
2	2d. Up to 4 HWI webinars per year as specified in written technical direction from the EPA TOCOR	40-60 business days after receipt of written technical direction
<b>Integrated Assessments Detailed Deliverables and Milestones</b>		
3	3a. Conference calls & call summaries	Calls: within 21 days of written technical direction Call summaries: within 5 business days of written technical direction
3	3b. Collect indicator data and place into a geodatabase	Within 80-100 business days of beginning of each assessment
3	3c. Draft technical approach	Within 80-100 business days of beginning of each assessment
3	3d. Conduct meeting with assessment team & meeting summary	Within 80-100 business days of beginning of each assessment
3	3.e. Complete data collection and final draft technical approach	Within 120 business days of beginning of each assessment
3	3.f. Final technical approach	Within 10 business days of written technical direction
3	3.g. Six ecological attribute indicators analyzed using statistical models/approaches & vulnerability assessment and draft assessment report	Within 160 business days of beginning of each assessment
3	3.h. Convene conference call to decide on any thresholds, index approach, and display of results and call summary	Within 10 business days of written technical direction
3	3. i. Call summary on assessment team's review of results, graphics, & uses of assessment	Within 5 business days of written technical direction
3	3.j. Draft assessment report	Within 200 business days of beginning of each assessment
3	3.k. Final assessment report and transfer geodatabase to EPA and project client (e.g, state, National Estuary Program, Tribe, watershed group)	Within 200- 280 business days of beginning of each assessment

Healthy Watersheds Component Assessments		
4	4a. Project plan and schedule	Within 5 days of beginning of each project
4	4b. Conference calls and call summaries	Calls: within 21 days of written technical direction Call summaries: within 5 business days of written technical direction
4	4c. Draft assessment report	Within 200 business days of beginning of each assessment
4	4d. Final assessment report and transfer assessment database to EPA and project client (e.g, state, National Estuary Program, Tribe, watershed group)	Within 200- 280 business days of beginning of each assessment
Healthy Watersheds Protection Programs, Strategies, and Projects		
5	5a. Project plan and schedule	Within 5 days of beginning of each project
5	5b. Conference call and workshop logistical support, facilitation, and summary	Calls: within 21 days of written technical direction Workshop: Within 5 business days of written technical direction
5	5c. Draft report	Within 7 business days of written technical direction
5	5d. Final report	Within 10 business days of written technical direction
5	5e. Draft fact sheet and report on healthy watersheds implementation	Within 7 business days of written technical direction
5	5 f. Final fact sheet and report on healthy watersheds implementation	Within 10 business days of written technical direction
SUPPORT HWI PROGRAM INTEGRATION		
6	6a. Meeting summaries	Within 5 business days of written technical direction
6	6b. Program integration project plan and schedule	Within 10 business days of written technical direction
6	6c. Draft and final program integration strategies	Within 10 business days of written technical direction
6	6d. Draft and final project reports	Within 10 business days of written technical direction
Option Period 4: 6 months		
TASK	BENCHMARK / DELIVERABLE / MILESTONES	SCHEDULE
1	1a. Task Order Kick-Off Meeting	Within 15 days of TO Award

1	<p>1b. The contractor shall review the “Healthy Watersheds Initiative Support Quality Assurance Project Plan” and,</p> <ul style="list-style-type: none"> <li>• Verify that the QAPP is still appropriate for use; or</li> <li>• Recommend revisions.</li> </ul>	Within 30 days of beginning of new Option Period
1	immediately notify the EPA TOCOR of any QA problems encountered that may impact the performance of this Task Order, with recommendations for corrective action	Immediate notification. If notification is by phone call, the contractor shall follow up with email notification within 5 days.
1	1c. The contractor shall notify the EPA TOCOR at any time during the task order if changes to the QAPP is warranted (e.g., due to organizational changes, revised technical approaches).	10-15 business days after receipt of written technical direction, the contractor shall submit a draft revised QAPP. Within 5 business days of receipt of EPA’s comments on the draft QAPP, a final QAPP that responds to EPA’s written comments
1	1d. If, during the Period of Performance of this Task Order, the EPA TOCOR provides technical direction that revisions to the QAPP are determined to be necessary, the contractor shall submit a revised QAPP, including the revision summary, within 10-15 business days after receiving written technical direction to do so. When preparing this “draft” revised version of the QAPP, the contractor shall ensure that it is written in an active voice and shall include a version history page that summarizes changes made. The contractor also shall provide EPA with copies of any modified SOPs or checklists. EPA will review the “draft” revised QAPP and provide the contractor with written approval or comments. The contractor shall provide a final QAPP that responds to EPA’s written comments within 5 business days of receipt of EPA’s comments on the draft QAPP.	10-15 business days after receipt of written technical direction, the contractor shall submit a draft revised QAPP. Within 5 business days of receipt of EPA’s comments on the draft QAPP, a final QAPP that responds to EPA’s written comments
1	1e. Progress report pre-midyear	NLT 60 days prior to midpoint of option year
1	1f. Progress report pre-end of year	NLT 60 days prior to end of option year
1	1g. Monthly progress reports per contract	As specified in contract

	requirement	
<b>HWI Communications Support</b>		
<b>2</b>	2a. Website updates up to 10 times per year and not exceed 20 pages and 50 examples as specified in written technical direction from the EPA TOCOR	10-15 business days after receipt of written technical direction
<b>2</b>	2b. <i>Healthy Watersheds News</i> issues up to 4 issues per year as specified in written technical direction from the EPA TOCOR	10-15 business days after receipt of written technical direction
<b>2</b>	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 0 – Day 180 of Task year
<b>2</b>	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 90 – Day 270 of Task year
<b>2</b>	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 180 – Day 360 of Task year
<b>2</b>	2d. Up to 4 HWI webinars per year as specified in written technical direction from the EPA TOCOR	40-60 business days after receipt of written technical direction
<b>Integrated Assessments Detailed Deliverables and Milestones</b>		
<b>3</b>	3a. Conference calls & call summaries	Calls: within 21 days of written technical direction Call summaries: within 5 business days of written technical direction
<b>3</b>	3b. Collect indicator data and place into a geodatabase	Within 80-100 business days of beginning of each assessment
<b>3</b>	3c. Draft technical approach	Within 80-100 business days of beginning of each assessment
<b>3</b>	3d. Conduct meeting with assessment team & meeting summary	Within 80-100 business days of beginning of each assessment
<b>3</b>	3.e. Complete data collection and final draft technical approach	Within 120 business days of beginning of each assessment
<b>3</b>	3.f. Final technical approach	Within 10 business days of written technical direction
<b>3</b>	3.g. Six ecological attribute indicators analyzed using statistical models/approaches & vulnerability assessment and draft assessment report	Within 160 business days of beginning of each assessment
<b>3</b>	3.h. Convene conference call to decide on any thresholds, index approach, and display of	Within 10 business days of written technical direction

	results and call summary	
3	3. i. Call summary on assessment team's review of results, graphics, & uses of assessment	Within 5 business days of written technical direction
3	3.j. Draft assessment report	Within 200 business days of beginning of each assessment
3	3.k. Final assessment report and transfer geodatabase to EPA and project client (e.g, state, National Estuary Program, Tribe, watershed group)	Within 200- 280 business days of beginning of each assessment
<b>Healthy Watersheds Component Assessments</b>		
4	4a. Project plan and schedule	Within 5 days of beginning of each project
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4	4d. Final assessment report and transfer assessment database to EPA and project client (e.g, state, National Estuary Program, Tribe, watershed group)	Within 200- 280 business days of beginning of each assessment
<b>Healthy Watersheds Protection Programs, Strategies, and Projects</b>		
5	5a. Project plan and schedule	Within 5 days of beginning of each project
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5	5e. Draft fact sheet and report on healthy watersheds implementation	Within 7 business days of written technical direction
5	5 f. Final fact sheet and report on healthy watersheds implementation	Within 10 business days of written technical direction
<b>SUPPORT HWI PROGRAM INTEGRATION</b>		
6	6a. Meeting summaries	Within 5 business days of written technical direction
6	6b. Program integration project plan and	Within 10 business days of

	schedule	written technical direction
6	6c. Draft and final program integration strategies	Within 10 business days of written technical direction
6	6d. Draft and final project reports	Within 10 business days of written technical direction
<b>END OF TABLE</b>		

When the Task Order reaches 30 calendar days prior to the end of the Period of Performance in a given period, the contractor shall make a determination that the deliverables, milestones, benchmarks, and any outstanding technical direction from the TOCOR, shall be satisfactorily completed in the form requested in the PWS by the end of the Period of Performance and for the remaining funding that is available.

If the contractor determines one or more of the above-referenced items will not be able to be completed in the requested form within the period of performance and with the available funding, the contractor shall notify the TOCOR and the CO immediately. Within 5 business days of said notification, the TOCOR in coordination with the CO will provide technical direction concerning use of the remaining funding to prepare and furnish to the TOCOR all interim draft deliverables, interim work products, and any working files in an electronic format which is supported by EPA, for eventual continuation of the project after the end date of the Task Order.

## **REPORTING**

All documentation and reporting under this Task Order shall be in compliance with contract requirements.

## **DELIVERABLES AND GENERAL PERFORMANCE**

The contractor shall participate in meetings and conference calls arranged by the EPA Task Order Project Officer. The contractor shall, when requested by the TOCOR, provide supporting documentation when EPA is reviewing draft deliverables to facilitate EPA review and approval of the Contractor's work. Documentation shall include the electronic files and detailed, written explanation of all steps and decisions. The Contractor shall comply with this request when it is received from the TOCOR regardless of whether such a request is described in the individual tasks of this PWS. The Contractor shall furnish this information in such manner that no proprietary software will be needed for EPA to read, interpret, replicate or model any work product of this agreement, unless otherwise noted in this PWS or by written permission of the EPA TOCOR. The objective is that anyone with the appropriate skill level can use the information produced under this Task Order to check or duplicate the Contractor's work for replication and/or verification. With this understanding of how this Task Order's data will be used, any elements essential to successfully replicating analysis shall be provided to EPA in a commonly-used format.

The Contractor shall provide both scientific/technical and editorial review as defined in section 2.6 of the Prime Contract Performance Work Statement on any Task Order **draft** product before submission to the EPA TOCOR for review. This process does not need to be performed by an independent peer reviewer. All editorial review comments shall be addressed before deliverables are furnished to the EPA TOCOR for review (in the case of draft deliverables) or acceptance (in the case of final deliverables); and any questions raised by scientific/ technical review shall be either addressed or discussed with the EPA TOCOR prior to the contractor furnishing draft deliverables.

The contractor's work shall be judged "satisfactory" according to the QAPP if TOCOR edits to deliverables are no more than ten percent (10%) of the content of any draft deliverable, or less than two percent (2%) of any final deliverable. In addition, the contractor's work shall be judged "satisfactory" according to the QASP if less than ten percent (10%) of the pages of written final deliverables contain Task Order Project Officer edits for such things as grammar, punctuation and format. The EPA TOCOR can, upon request, furnish a copy of the EPA correspondence manual for the contractor's use.

Upon receipt of written technical direction from the TOCOR, the contractor shall furnish:

- **all deliverables (draft and final) to EPA shall be furnished in an electronic version** and in an electronic format that EPA can support (see TSAWP Contract PWS Section 4.0 Deliverables).
- **all final deliverables to EPA shall include one (1) electronic copy and a transmittal email that describes the attached deliverable and summarizes QA procedures applied in its development.** All final deliverables shall be prepared according to EPA publication guidelines and shall be compliant with Section 508 of the **Americans with Disabilities Act**.

**All submittals** to EPA shall be formatted as described below.

**Electronic submissions** shall be made in the following manner: electronic Microsoft Word© for any written reports, summaries or analysis documents, Microsoft Excel© format for any and all spreadsheets, ESRI file Geodatabase (or other format approved by the EPA TOCOR) for geospatial datasets. **Final electronic submissions** shall be on Compact Disk (CD) or Digital Versatile Disc (DVD) if too large to email as attachments or deliver via FTP. Every electronic document and all of the sections, text, graphs, charts or figures shall be unlocked, open and editable so that EPA may make further changes.

Appropriate electronic format that is supported by EPA and printing of all GIS data layers, maps, photos, bench sheets and other written material not easily printed or saved in the above formats shall be discussed and a format agreed upon with the EPA TOCOR prior to submittal by the contractor.

## **VALIDATION OF SECTION 508 COMPLIANCE OF TASK ORDER DELIVERABLES**

The Contractor will support the TOCOR in conducting a "Final Deliverable Validation" to ensure compliance with Section 508 and the Federal Acquisition Regulations (FAR) related to "electronic and information technology (EIT) deliverables". The Contractor shall furnish certification, in writing, to the TOCOR that the Contractor has complied with EPAAR Clause 1552.211-79 "Compliance with EPA Policies for Information Resources Management", including the requirement that all electronic and information technology (EIT) deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>.

## **TRAVEL**

All travel under this Task Order shall be in compliance with contract requirements and only according to specific Technical Direction. (See contract clause H-17). For the Base Period, travel is anticipated for two onsite meetings (one is most likely Nashville, TN for a state healthy watersheds assessment) involving 2 contractors, unless otherwise directed by the TOCOR. For the Option Periods, travel is anticipated for two onsite meetings involving 2 contractors, unless otherwise directed by the TOCOR.

## **CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as Contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative.

The Contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the EPA Task Order Project Officer.

## **CONFERENCE/MEETING GUIDELINES AND LIMITATIONS:**

The EPA projects that none of the individual meetings identified in these tasks will exceed a total cost of \$20,000 with the exception of a national workshop under Task 5. The contractor shall immediately notify the EPA Contracting Officer, PO and TOCOR of any anticipated individual event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance.

Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

**QUALITY ASSURANCE SURVEILLANCE PLAN:** per contract requirements



## ATTACHMENTS

Filename HWI Support Final QAPP.PDF: "Healthy Watersheds Initiative Support Quality Assurance Project Plan" Task Order No. 31, Contract EP-C-08-002, June 25, 2012. (18 pp) (redacted copy attached).

Clinch-Powell Watershed Health Assessment (5-6-2013).pdf

<ftp://ftp.epa.gov/storet/xfer/> ClinchPowell zip file

Comments on assessment report:

- CP\_HealthyWatersV1\_VAReview.pdf
- Clinch-Powell Watershed Health Assessment (5-6-2013)JKLSuggest.pdf
- Clinch-Powell Watershed Health Assessment (5-6-2013)(TSO).pdf
- CP\_HealthyWatersV1\_VAReview\_Patricks\_Comments.pdf
- David\_Duhl.pdf
- EPAR3.pdf
- ClinchPowell\_HWI\_Meeting\_Notes 07302013.pdf

FINALMontana PPR Literature Review 5\_6 Final.pdf

MT\_Technical\_Approach 07-30-13.pdf

TauntonWatershedResiliency\_Draft\_42613.pdf

Consolidated comments on Draft7\_2\_13.pdf

Taunton Healthy Watershed Report annotate outline July 24\_13(2).pdf

## AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1 CONTRACT ID CODE

PAGE OF PAGES

2 AMENDMENT/MODIFICATION NO.

004

3 EFFECTIVE DATE

08/21/2014

4. REQUISITION/PURCHASE REQ. NO.

PR-OW 14-00634

5. PROJECT NO. (if applicable)

6. ISSUED BY

CODE

CPOD

7. ADMINISTERED BY (if other than item 6)

CODE

CPOD

(FOR U.S. MAIL ONLY)

US Environmental Protection Agency  
26 West Martin Luther King Drive  
Mail Code: NWD  
Cincinnati OH 45268

CPOD

US Environmental Protection Agency  
26 West Martin Luther King Drive  
Mail Code: NWD  
Cincinnati OH 45268

8 NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

R T I International  
Attn: DEBORAH HAMILTON  
PO BOX 12194

(b)(4)

RESEARCH TRIANGLE PARK NC 277092194

(x) 9A AMENDMENT OF SOLICITATION NO.

9B DATED (SEE ITEM 11)

x 10A MODIFICATION OF CONTRACT/ORDER NO.

SP-C 12 054

0004

9B DATED (SEE ITEM 13)

09/26/2013

CODE

(b)(4)

FACILITY CODE

## 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of offers is extended. is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (if required)

See Schedule

Net Increase:

\$130,000.00

## 13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE

A THIS CHANGE ORDER IS ISSUED PURSUANT TO (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14 PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D OTHER (Specify type of modification and authority)

X 52.232-22 Limitation of Funds

E. IMPORTANT: Contractor is not required to sign this document and return copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)

DUNS Number: (b)(4)

The purpose of this modification is to incrementally fund Option Period 2 of the task order in the amount of \$130,000. The cost/fee breakdown is as follows:

Estimated cost: (b)(4)

Fee: (b)(4)

POPO: Laura Gabanski Max Expire Date: 03/27/2018

LIST OF CHANGES:

Reason for Modification: Funding Only Action

Total Amount for this Modification: \$0.00

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A NAME AND TITLE OF SIGNER (Type or print)

16A NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

15B CONTRACTOR/OFFICER

15C DATE SIGNED

16

16C DATE SIGNED

(Signature of person authorized to sign)

Noelle Mills

ELECTRONIC

SIGNATURE

08/21/2014

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-C-12 054/0004/004	PAGE	OF
		2	3

NAME OF OFFEROR OR CONTRACTOR  
R T I International

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>New Total Amount for this Version: \$316,646.00  New Total Amount for this Award: \$1,463,014.00  Obligated Amount for this Modification:  \$130,000.00  New Total Obligated Amount for this Award:  \$563,352.82</p> <p>Incremental Funded Amount changed: from  \$433,352.82 to \$563,352.82</p> <p>CHANGES FOR LINE ITEM NUMBER: 2  Obligated Amount for this modification:  \$130,000.00  Incremental Funded Amount changed from  \$138,128.82 to \$268,128.82</p> <p>NEW ACCOUNTING CODE ADDED:  Account code:  14 15-8-87FP-202BD4X25-2505-1487FE4014-001  Beginning Fiscal Year 14  Ending Fiscal Year 15  Fund (Appropriation) 8  Budget Organization 87FP  Program (PRC) 202BD4X25  Budget (BOC) 2505  Job # (Site/Project)  Cost Organization  DCN-LineID 1487FE4014-001  Amount: \$130,000.00</p> <p>Payment:  RTP Finance Center  US Environmental Protection Agency  RTP-Finance Center  Mail Drop D143-02  109 TW Alexander Drive  Durham NC 27711</p> <p>FOB: Destination  Period of Performance: 09/26/2013 to 09/24/2015  All other terms and conditions shall remain  unchanged.</p>				

## SECTION B - Supplies or Services/Prices

The following clause is revised by this modification as follows:

### B-1 LOCAL CLAUSES EPA-B-32-101 LIMITATION OF FUNDS NOTICE

(a) Pursuant to the Limitation of Funds clause, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funding in the amount of (b)(4) is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 2/21/2015.

(b) When the contract is fully funded as specified in the Estimated Cost and Fixed Fee Clause (EP 52.216-190), the Limitation of Cost clause shall become applicable.

(c) Recapitulation of Funds:

		Estimated Cost	Fixed Fee	Cost Plus Fixed Fee
Modification 2	S	(b)(4)	(b)(4)	138,128.82
Modification 4	S			130,000.00
Total Funded				\$268,128.82
Total Task Order				\$316,646.00
Balance Unfunded				\$48,517.18

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 2 4	
2. AMENDMENT/MODIFICATION NO. 005		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE CPOD		7. ADMINISTERED BY (If other than Item 5): CODE CPOD	
(FOR U.S. MAIL ONLY) US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268		CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  R T I International Attn: DEBORAH ELLISON PO BOX 12194 (b)(4) RESEARCH TRIANGLE PARK NC 277092194		(x) 9A. AMENDMENT OF SOLICITATION NO.  9B DATED (SEE ITEM 11)  10A. MODIFICATION OF CONTRACT/ORDER NO. EP C-12-014 0004 10B DATED (SEE ITEM 13) 09/26/2013			
CODE (b)(4)		FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule		Net Decrease: (b)(4)			
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
CHECK ONE		A THIS CHANGE ORDER IS ISSUED PURSUANT TO (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.			
		B THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).			
X		C THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF FAR 52.232-22 Limitation of Funds & EPA-G-42-101 Contract Administration Representatives			
		D OTHER (Specify type of modification and authority)			
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return 1 copies to the issuing office					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)					
DUNS Number: (b)(4)					
The purpose of this modification is to deobligate unliquidated obligations on the base period in the amount of (b)(4) (all cost). Additionally, the TCCOR, Alt TCCOR and Contract Specialist are revised, see attached clause EPA-G-42-101.					
TCCOR: Nancy Arazan Max Expire Date: 03/27/2018					
LIST OF CHANGES:					
Reason for Modification: Funding Only Action					
Obligated Amount for this Modification: (b)(4)					
CHANGES FOR LINE ITEM NUMBER: 1					
Obligated Amount for this modification: (b)(4)					
Continued ...					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect					
15A. NAME AND TITLE OF SIGNER (Type or print) Donna Cooper, Senior Contracting Officer		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Noelle Mills			
15B. CONTRACTOR/OFFEROR  Donna Cooper (Signature of person authorized to sign)		15C. DATE SIGNED 02-11-15		16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	
		16C. DATE SIGNED			

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-C-12-054/C004/C05	PAGE 2 OF 4
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NAME OF OFFEROR OR CONTRACTOR  
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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Incremental Funded Amount changed from (b)(4) to (b)(4)</p> <p>CHANGES FOR ACCOUNTING CODE: 12-13-B-B7FP-202BD4X25-2505---1387PE3009-002 Amount changed from (b)(4) to (b)(4) Delivery Location Code: OW-OWOW-AWPD-NPSB AWPD-NPSB US EPA OW OWOW AWPE NPSB 1200 PENNSYLVANIA AVE., NW MC-4503-T WASHINGTON DC 20460</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (2143-02) 105 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 09/26/2013 to 09/24/2015 All other terms and conditions shall remain unchanged.</p>				

The following clause is revised by this modification as follows for the Base Period:

**LOCAL CLAUSES EPA-B-32-101 LIMITATION OF FUNDS NOTICE**

(a) Pursuant to the Limitation of Funds clause, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funding in the amount of \$0 is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 9/24/2014.

(b) When the contract is fully funded as specified in the Estimated Cost and Fixed Fee Clause (EP 52.216-190), the Limitation of Cost clause shall become applicable.

(c) Recapitulation of Funds:

<b>Funding Action</b>	<b>Estimated Cost</b>	<b>Fixed Fee</b>	<b>Total CPFF</b>
<b>Previous Amount</b>	(b)(4)	\$0	(b)(4)
<b>This Modification</b>		\$0	
<b>Total Funded</b>		\$0	
<b>Total Per Contract</b>		\$0	
<b>Balance Unfunded</b>		\$0	

The following clause is revised by this modification as follows:

**LOCAL CLAUSES EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES**

Task Order-Level Contracting Officers Representatives (CORs) for this Task Order are as follows:

Nancy Arazan, TOCOR  
USEPA Headquarters  
Ariel Rios Building  
1200 Pennsylvania Avenue, N. W.  
Mail Code: 4503T  
Washington, DC 20460  
Arazan.nancy@epa.gov  
Phone: 202-566-0815

Lisa Hair, Alt TOCOR  
USEPA Headquarters  
Ariel Rios Building  
1200 Pennsylvania Avenue, N. W.  
Mail Code: 4503T  
Washington, DC 20460  
Hair.lisa@epa.gov  
Phone: 202-566-1043

Contracting Officials responsible for administering this contract are as follows:

Noelle Mills, Contracting Officer  
USEPA  
26 West Martin Luther King Drive  
Mail Code: NW101  
Cincinnati, OH 45268  
Mills.noelle@Epa.gov  
Phone: 513-487-2171

Katie Rechenberg, Contract Specialist  
USEPA  
26 West Martin Luther King Drive  
Mail Code: NWD1  
Cincinnati, OH 45268  
rechenberg.kathleen@epa.gov  
Phone: 513-487-2853



<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		<b>1. CONTRACT ID CODE</b>		<b>PAGE OF PAGES</b>										
2. AMENDMENT/MODIFICATION NO. 006		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. PR-CPOD-15-00184										
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE CPOD		7. ADMINISTERED BY (If other than Item 6) CODE CPOD										
(FOR U.S. MAIL ONLY) US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268		(FOR U.S. MAIL ONLY) US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268												
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  R T I International Attn: DEBORAH ELLISON PO BOX 12194 (b)(4) RESEARCH TRIANGLE PARK NC 277092194		9A. AMENDMENT OF SOLICITATION NO.  9B. DATED (SEE ITEM 11)  10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-12-054 0004 10B. DATED (SEE ITEM 13) 09/26/2013												
CODE (b)(4)		FACILITY CODE												
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>														
<p>The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended.</p> <p>Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.</p>														
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule														
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>														
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">CHECK ONE</td> <td>A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.</td> </tr> <tr> <td></td> <td>B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).</td> </tr> <tr> <td>X</td> <td>C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: 1552.217-71, 52.232-22, 52.232-20, 1552.211-73 and 52.243-2</td> </tr> <tr> <td></td> <td>D. OTHER (Specify type of modification and authority)</td> </tr> </table>						CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.		B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).	X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: 1552.217-71, 52.232-22, 52.232-20, 1552.211-73 and 52.243-2		D. OTHER (Specify type of modification and authority)	
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.													
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).													
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: 1552.217-71, 52.232-22, 52.232-20, 1552.211-73 and 52.243-2													
	D. OTHER (Specify type of modification and authority)													
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not. <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.														
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)														
DUNS Number: (b)(4) The purpose of this modification is to: 1) Descope Option Period I by 599 hours in accordance with the revised PWS. This action results in a revised CPFF for Option Period I as follows: <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">Original</td> <td style="width:33%;">Reduction</td> <td style="width:33%;">Revised CPFF</td> </tr> <tr> <td>Cost: (b)(4)</td> <td>(b)(4)</td> <td>(b)(4)</td> </tr> <tr> <td>Fee: (b)(4)</td> <td>(b)(4)</td> <td>(b)(4)</td> </tr> </table> CPFF: \$316,646      -\$68,220      \$248,426 2) Exercise Option Period II 3) Descope the LOE for Option Period II by 2555 hours in accordance with the revised PWS. This action results in a revised CPFF for Option Period II as follows: Continued ...						Original	Reduction	Revised CPFF	Cost: (b)(4)	(b)(4)	(b)(4)	Fee: (b)(4)	(b)(4)	(b)(4)
Original	Reduction	Revised CPFF												
Cost: (b)(4)	(b)(4)	(b)(4)												
Fee: (b)(4)	(b)(4)	(b)(4)												
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.														
15A. NAME AND TITLE OF SIGNER (Type or print) Donna Cooper, Senior Contracting Officer		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Noelle Mills												
15B. CONTRACTOR/OFFEROR  Donna Cooper (Signature of person authorized to sign)		15C. DATE SIGNED 09-21-15		16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)										
				16C. DATE SIGNED 9/21/15										

## CONTINUATION SHEET

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NAME OF OFFEROR OR CONTRACTOR

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Original Reduction</p> <p>Revised CPFF</p> <p>Cost: (b)(4)</p> <p>Fee: (b)(4)</p> <p>CPFF: \$331,473 -\$279,936 \$ 51,537</p> <p>4) Shift \$19,703 ((b)(4)) Cost and ((b)(4)) Fee)</p> <p>from Option Period I to Option Period II</p> <p>5) Change the TOCOR to Lisa Hair and ALT TOCOR to Doug Norton</p> <p>TOCOR: Nancy Arazan Max Expire Date: 12/24/2015</p> <p>LIST OF CHANGES:</p> <p>Reason for Modification : Exercise an Option</p> <p>Period Of Performance End Date changed from 24-SEP-15 to 24-SEP-16</p> <p>Maximum Potential Expiration Date changed to : 12/24/2015</p> <p>CHANGES FOR LINE ITEM NUMBER: 2</p> <p>Description changed from Option Period 1</p> <p>Provide services in accordance with attached Performance Work Statement entitled, "Healthy Watershed Initiative Support." This task order award is a result of RFP PR-OW-13-00141</p> <p>Level of Effort: 2,985</p> <p>The government will make provisional fixed fee payments on the basis of percentage of work completed. For CPFF-term-type task orders, percentage of work completed is the ratio of direct labor hours performed to the direct labor hours ordered.</p> <p>to Option Period 1</p> <p>Provide services in accordance with attached Performance Work Statement entitled, "Healthy Watershed Initiative Support." This task order award is a result of RFP PR-OW-13-00141</p> <p>Level of Effort: 2,386</p> <p>The government will make provisional fixed fee payments on the basis of percentage of work</p> <p>Continued ...</p>				

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

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NAME OF OFFEROR OR CONTRACTOR

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>completed. For CPFF-term-type task orders, percentage of work completed is the ratio of direct labor hours performed to the direct labor hours ordered.</p> <p>Total Amount changed from \$316,646.00 to \$248,426.00</p> <p>Obligated Amount for this modification: -\$19,703.00</p> <p>Incremental Funded Amount changed from \$268,128.82 to \$248,425.82</p> <p>CHANGES FOR DELIVERY LOCATION: OW-OWOW-AWPD-NPSB Amount changed from \$316,646.00 to \$248,426.00</p> <p>CHANGES FOR ACCOUNTING CODE: 14-15-B-87FP-202BD4X25-2505-1487PE4009-001 Amount changed from \$138,128.82 to \$118,425.82 Percent changed from 43.62247 to 37.40007</p> <p>CHANGES FOR LINE ITEM NUMBER: 3 Description changed from Option Period 2 Provide services in accordance with attached Performance Work Statement entitled, "Healthy Watershed Initiative Support." This task order award is a result of RFP PR-OW-13-00141</p> <p>Level of Effort: 2,985</p> <p>The government will make provisional fixed fee payments on the basis of percentage of work completed. For CPFF-term-type task orders, percentage of work completed is the ratio of direct labor hours performed to the direct labor hours ordered. to Option Period 2 Provide services in accordance with attached Performance Work Statement entitled, "Healthy Watershed Initiative Support." This task order award is a result of RFP PR-OW-13-00141</p> <p>Level of Effort: 430</p> <p>The government will make provisional fixed fee payments on the basis of percentage of work completed. For CPFF-term-type task orders, percentage of work completed is the ratio of direct labor hours performed to the direct labor hours ordered.</p> <p>Total Amount changed from \$331,473.00 to \$51,537.00</p> <p>Continued ...</p>				

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	EP-C-12-054/0004/006	4	9

NAME OF OFFEROR OR CONTRACTOR

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Obligated Amount for this modification: \$19,703.00 Incremental Funded Amount changed from \$0.00 to \$19,703.00 End Date changed from 24-SEP-16 to 24-DEC-15 Exercised option</p> <p>NEW DELIVERY LOCATION RECORD: Quantity: 0 Amount: \$51,537.00 Days after award: Unassigned Shipping Address:     AWPD-NPSB US EPA-OW-OWOW-AWPD-NPSB 1200 PENNSYLVANIA AVE., NW MC-4503-T WASHINGTON DC 20460</p> <p>Mark For Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-15-B-87FP-202BD4X25-2505-1487PE4009-001 Beginning FiscalYear 14 Ending Fiscal Year 15 Fund (Appropriation) B Budget Organization 87FP Program (PRC) 202BD4X25 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 1487PE4009-001 Quantity: 0 Amount: \$19,703.00 Percent: 38.23079 Subject To Funding: N Payment Address:     RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive <a href="http://www2.epa.gov/financial/contracts">www2.epa.gov/financial/contracts</a> Durham NC 27711 Delivery Location Code: OW-OWOW-AWPD-NPSB AWPD-NPSB US EPA-OW-OWOW-AWPD-NPSB 1200 PENNSYLVANIA AVE., NW MC-4503-T WASHINGTON DC 20460</p> <p>Continued ...</p>				

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

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NAME OF OFFEROR OR CONTRACTOR

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Payment:</p> <p>RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>FOB: Destination</p> <p>Period of Performance: 09/26/2013 to 12/24/2015</p> <p>In consideration of the modification agreed to herein as complete equitable adjustments for the Contractor's proposal dated August 25, 2015, the Contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to the proposal. All other terms and conditions shall remain unchanged.</p>				

**Section B - Supplies or Services/Prices was revised as follows.**

1 - Clauses was revised as follows.

Summary of Clause Changes:

Clause, 1552.211-73, is incorporated as follows:

**OPTION PERIOD I:**

**Local Clauses 1552.211-73 LEVEL OF EFFORT - COST REIMBURSEMENT TERM CONTRACT (APR 1984) DEVIATION (AUG 1985)**

(a) The Contractor shall perform all work and provide all required reports within the level of effort specified below. The Government will order **2,386** direct labor hours for the OPTION PERIOD I which represents the Government's best estimate of the level of effort required to fulfill these requirements.

(b) Direct labor includes personnel such as engineers, scientists, draftsmen, technicians, statisticians, and programmers and not support personnel such as company management, typists, and key punch operators even though such support personnel are normally treated as direct labor by the Contractor. The level of effort specified in paragraph (a) includes Contractor, subcontractor, and consultant labor hours.

(c) Under any circumstances, if the Government orders or the Contractor provides less than 90 percent of the level of effort specified for the base period or any optional period exercised, an equitable downward adjustment of the fixed fee, if any, for that period will be made. The Government may require the Contractor to provide additional effort up to 110 percent of the level of effort for any period until the estimated cost for that period has been reached. However, this additional effort shall not result in any increase in the fixed fee, if any. If this is a cost-plus-incentive-fee (CPIF) contract, the term "fee" in this paragraph means "base fee and incentive fee." If this is a cost-plus-award-fee (CPAF) contract, the term "fee" in this paragraph means "base fee and award fee."

(d) If the level of effort specified to be ordered during a given base or option period is not ordered during that period, that level of effort may not be accumulated and ordered during a subsequent period.

(e) These terms and conditions do not supersede the requirements of either the "Limitation of Cost" or "Limitation of Funds" clauses.

(end of clause)

Clause, 1552.211-73, is incorporated as follows:

**OPTION PERIOD II:**

**Local Clauses 1552.211-73 LEVEL OF EFFORT - COST REIMBURSEMENT TERM CONTRACT (APR 1984) DEVIATION (AUG 1985)**

(a) The Contractor shall perform all work and provide all required reports within the level of effort specified below. The Government will order **430** direct labor hours for the OPTION PERIOD II which represents the Government's best estimate of the level of effort required to fulfill these requirements.

(b) Direct labor includes personnel such as engineers, scientists, draftsmen, technicians, statisticians, and programmers and not support personnel such as company management, typists, and key punch operators

even though such support personnel are normally treated as direct labor by the Contractor. The level of effort specified in paragraph (a) includes Contractor, subcontractor, and consultant labor hours.

(c) Under any circumstances, if the Government orders or the Contractor provides less than 90 percent of the level of effort specified for the base period or any optional period exercised, an equitable downward adjustment of the fixed fee, if any, for that period will be made. The Government may require the Contractor to provide additional effort up to 110 percent of the level of effort for any period until the estimated cost for that period has been reached. However, this additional effort shall not result in any increase in the fixed fee, if any. If this is a cost-plus-incentive-fee (CPIF) contract, the term "fee" in this paragraph means "base fee and incentive fee." If this is a cost-plus-award-fee (CPAF) contract, the term "fee" in this paragraph means "base fee and award fee."

(d) If the level of effort specified to be ordered during a given base or option period is not ordered during that period, that level of effort may not be accumulated and ordered during a subsequent period.

(e) These terms and conditions do not supersede the requirements of either the "Limitation of Cost" or "Limitation of Funds" clauses.

(end of clause)

Clause, EPA-B-16-102, is incorporated as follows:

**OPTION PERIOD I:**

**Local Clauses EPA-B-16-102 ESTIMATED COST AND FIXED FEE**

(a) The estimated cost of this task order is (b)(4)

(b) The fixed fee is (b)(4)

(c) The total estimated cost and fixed fee is \$248,426.

Clause, EPA-B-16-102, is incorporated as follows:

**OPTION PERIOD II:**

**Local Clauses EPA-B-16-102 ESTIMATED COST AND FIXED FEE**

(a) The estimated cost of this task order is (b)(4)

(b) The fixed fee is (b)(4)

(c) The total estimated cost and fixed fee is \$51,537.

Clause, EPA-B-32-101, is incorporated as follows:

**OPTION PERIOD I:**

**Local Clauses EPA-B-32-101 LIMITATION OF FUNDS NOTICE**

(a) Pursuant to the Limitation of Funds clause, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funding in the amount of (b)(4) is provided to cover the corresponding increment of



fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 9/24/2015.

(b) When the contract is fully funded as specified in the Estimated Cost and Fixed Fee Clause (EP 52.216-190), the Limitation of Cost clause shall become applicable.

(c) Recapitulation of Funds

<b>Option Period I (09/25/2014 to 09/24/2015)</b>					
		<b>Estimated Cost</b>		<b>Fixed Fee</b>	<b>Cost Plus Fixed Fee</b>
Modification 2	\$	(b)(4)	\$	(b)(4)	\$ 138,128.82
Modification 4	\$		\$		\$ 130,000.00
Modification 6	\$		\$		\$ (19,703.00)
Total Funded					\$248,246.00
Total Task Order					\$248,246.00
Balance Unfunded		\$0.00		\$0.00	\$0.00

Clause, EPA-B-32-101, is incorporated as follows:

#### **Local Clauses EPA-B-32-101 LIMITATION OF FUNDS NOTICE**

(a) Pursuant to the Limitation of Funds clause, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funding in the amount of (b)(4) is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 10/29/2015.

(b) When the contract is fully funded as specified in the Estimated Cost and Fixed Fee Clause (EP 52.216-190), the Limitation of Cost clause shall become applicable.

(c) Recapitulation of Funds

<b>Option Period II (09/25/2015 to 12/24/2015)</b>					
		<b>Estimated Cost</b>		<b>Fixed Fee</b>	<b>Cost Plus Fixed Fee</b>
Modification 6	\$	(b)(4)	\$	(b)(4)	\$ 19,703.00
Total Funded					\$19,703.00
Total Task Order					\$51,537.00
Balance Unfunded					\$31,834.00

#### **Section F - Deliveries or Performance was revised as follows.**

1 - Clauses was revised as follows.

Summary of Clause Changes:



Clause, EPA-F-12-101, is incorporated as follows:

**Local Clauses EPA-F-12-101 PERIOD OF PERFORMANCE**

The period of performance of this task order shall be from 9/26/2013 through 12/24/2015 inclusive of all required reports.

**Section G - Contract Administration Data was revised as follows.**

1 - Clauses was revised as follows.

Summary of Clause Changes:

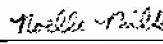
Clause, EPA-G-42-101, is incorporated as follows:

**Local Clauses EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES**

Task Order-Level Contracting Officers Representatives (CORs)/Project Officers for this task order are as follows:

**TOCOR: Lisa Hair USEPA Headquarters Ariel Rios Building 1200 Pennsylvania Avenue, N. W Mail Code: 4503T Washington, DC 20460 [Hair.lisa@epa.gov](mailto:Hair.lisa@epa.gov) Phone: 202-566-1043**

**ATL TOCOR: Douglas Norton USEPA Headquarters William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 4503T Washington, DC 20460 [norton.douglas@epa.gov](mailto:norton.douglas@epa.gov) Phone: 202-566-1221**

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 3											
2. AMENDMENT/MODIFICATION NO. 007		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. PR-OW-15-00259											
6. ISSUED BY (FOR U.S. MAIL ONLY) US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268		7. ADMINISTERED BY (If other than Item 6) CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268		5. PROJECT NO. (If applicable) CPOD											
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  R T I International Attn: DEBORAH ELLISON PO BOX 12194 (b)(4) RESEARCH TRIANGLE PARK NC 277092194		(x) 9A. AMENDMENT OF SOLICITATION NO.  9B. DATED (SEE ITEM 11)		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-12-054 0004 10B. DATED (SEE ITEM 13) 09/26/2013											
CODE (b)(4)		FACILITY CODE													
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>															
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <span style="float: right;"><input type="checkbox"/> is extended. <input type="checkbox"/> is not extended.</span> Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.															
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule		Net Increase:		\$31,834.00											
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">CHECK ONE</td> <td>A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.</td> </tr> <tr> <td></td> <td>B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).</td> </tr> <tr> <td></td> <td>C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:</td> </tr> <tr> <td></td> <td>D. OTHER (Specify type of modification and authority)</td> </tr> <tr> <td style="text-align: center;">X</td> <td>FAR 52.232-20 Limitation of Cost</td> </tr> </table>						CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.		B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).		C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:		D. OTHER (Specify type of modification and authority)	X	FAR 52.232-20 Limitation of Cost
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.														
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).														
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:														
	D. OTHER (Specify type of modification and authority)														
X	FAR 52.232-20 Limitation of Cost														
<b>E. IMPORTANT:</b> Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.															
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)															
DUNS Number: (b)(4)															
The purpose of this modification is to fully fund Option Period II.															
TOCOR: Nancy Arazan Max Expire Date: 12/24/2015															
LIST OF CHANGES:															
Reason for Modification : Funding Only Action															
Obligated Amount for this Modification: \$31,834.00															
New Total Obligated Amount for this Award: \$594,149.39															
CHANGES FOR LINE ITEM NUMBER: 3															
Obligated Amount for this modification: \$31,834.00															
Continued ...															
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.															
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)													
		Noelle Mills													
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA											
(Signature of person authorized to sign)				ELECTRONIC SIGNATURE  (Signature of Contracting Officer)											
				16C. DATE SIGNED 09/23/2015											
NSN 7540-01-152-8070 Previous edition unusable				STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243											

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-C-12-054/0004/007

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NAME OF OFFEROR OR CONTRACTOR

R T I International

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Incremental Funded Amount changed from \$19,703.00 to \$51,537.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 15-16-B-87FP-202BD4X25-2505-1587PE5012-001 Beginning FiscalYear 15 Ending Fiscal Year 16 Fund (Appropriation) B Budget Organization 87FP Program (PRC) 202BD4X25 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 1587PE5012-001 Quantity: 0 Amount: \$31,834.00 Percent: 0 Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 Delivery Location Code: OW-OWOW-AWPD-NPSB AWPD-NPSB US EPA-OW-OWOW-AWPD-NPSB 1200 PENNSYLVANIA AVE., NW MC-4503-T WASHINGTON DC 20460</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>FOB: Destination Period of Performance: 09/26/2013 to 12/24/2015 All other terms and conditions shall remain unchanged</p>				

**Section B - Supplies or Services/Prices was revised as follows.**

1 - Clauses was revised as follows.

Summary of Clause Changes:

Clause, EPA-B-32-101, is incorporated as follows:

**OPTION PERIOD II:**

**Local Clauses EPA-B-32-101 LIMITATION OF FUNDS NOTICE**

(a) Pursuant to the Limitation of Funds clause, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funding in the amount of (b)(4) is provided to cover the corresponding increment of fixed fee. The amount allotted for costs is estimated to cover the contractor's performance through 12/24/2015.

(b) When the contract is fully funded as specified in the Estimated Cost and Fixed Fee Clause (EP 52.216-190), the Limitation of Cost clause shall become applicable.

(c) Recapitulation of Funds

Option Period II (09/25/2015 to 12/24/2015)				
		Estimated Cost	Fixed Fee	Cost Plus Fixed Fee
Modification 6	\$	(b)(4)	(b)(4)	19,703.00
Modification 7	\$			31,834.00
Total Funded				\$51,537.00
Total Task Order				\$51,537.00
Balance Unfunded				\$0.00

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE OF PAGES 1 30	
2. AMENDMENT/MODIFICATION NO. 008		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY CODE (FOR U.S. MAIL ONLY) US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268		CPD		7. ADMINISTERED BY (If other than Item 6) CODE CPD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268		CPD	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  R T I International Attn: DEBORAH ELLISON PO BOX 12194 (b)(4) RESEARCH TRIANGLE PARK NC 277092194				(x)			
				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
CODE (b)(4)				FACILITY CODE			
				x			
				10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-12-054 0004			
				10B. DATED (SEE ITEM 13) 09/26/2013			
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule							
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
CHECK ONE		A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
		B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).					
		C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
X		D. OTHER (Specify type of modification and authority) FAR 243-1, Changes - Fixed Price and contractor's email dated November 18, 2015					
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) DUNS Number: (b)(4) TOCOR: Nancy Arazan Max Expire Date: 05/24/2016 LIST OF CHANGES: Reason for Modification : Other Administrative Action  This modification is issued to incorporate the following contractual changes: 1. To extend the Period Of Performance End Date for Option Period 2 from 24-DEC-15 to 24-MAY-16 in accordance with the PWS, attached, at no additional cost to the Government. 2. All other terms and conditions remain unchanged.  Maximum Potential Expiration Date changed to : 05/24/2016 CHANGES FOR LINE ITEM NUMBER: 3 Continued ...  Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Sandra Stargardt-Licis			
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA  ELECTRONIC SIGNATURE (Signature of Contracting Officer)		16C. DATE SIGNED 11/20/2015	

NSN 7540-01-152-8070  
 Previous edition unusable

STANDARD FORM 30 (REV. 10-83)  
 Prescribed by GSA  
 FAR (48 CFR) 53.243

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-C-12-054/0004/008

PAGE

OF

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NAME OF OFFEROR OR CONTRACTOR

R T I International

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>End Date changed from 24-DEC-15 to 24-MAY-16</p> <p>Delivery Location Code: OW-OWOW-AWPD-NPSB AWPD-NPSB US EPA-OW-OWOW-AWPD-NPSB 1200 PENNSYLVANIA AVE., NW MC-4503-T WASHINGTON DC 20460</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive <a href="http://www2.epa.gov/financial/contracts">www2.epa.gov/financial/contracts</a> Durham NC 27711</p> <p>FOB: Destination Period of Performance: 09/26/2013 to 05/24/2016 In consideration of the modification agreed to herein as complete equitable adjustments for the changes agreed upon by the contractor in the email dated November 18, 2015, the Contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to the Performance Work Statement changes included in this modification. All other terms and conditions shall remain unchanged.</p>				

**PERFORMANCE WORK STATEMENT  
TSAWP Multiple-Award Contracts  
EP-C-12-054 TASK ORDER 4**

**Healthy Watersheds Program Support**

**BACKGROUND:**

U.S. EPA, in partnership with others, launched the Healthy Watersheds Program (HWP) to protect and maintain healthy watersheds having natural, intact aquatic ecosystems; prevent them from becoming impaired; and accelerate restoration successes. This Program is being implemented by promoting a strategic, large scale systems approach to identify and protect healthy watersheds based on integrated assessments of aquatic habitat, biotic communities, chemistry, and watershed processes such as hydrology, fluviogeomorphology, and natural disturbance regimes. The purpose of this Task Order is to provide support to the Healthy Watershed Program (HWP) including web site updates, newsletter, and managing online forum and webinars; identifying healthy watersheds through integrated assessments; assessments of healthy watershed components; development of healthy watershed protection programs, strategies and projects; and integration of healthy watershed identification and protection into EPA programs. The contractor shall provide HWP support to EPA for specific projects in the Base Period and in each Option Period, as described in the Tasks below. All deliverables must be in an electronic format supported by EPA.

**TASK 1:           Quality Management Plan, QAPP and progress reports**

A Task Order kick-off call or meeting will be held within 15 days of the issuance of the Task Order. The Task Order will be reviewed and the QAPP will be discussed and reviewed.

The contractor shall adhere to the Quality Management Plan (QMP) customized for and incorporated into this contract in performing the scope of requested services in this task order. EPA expects the contractor's Cost and Technical Proposals will fully account for the completion of all Quality Assurance (QA)-related tasks, reviews, and reporting, including those described in the Contract QMP and the project Quality Assurance Project Plan (QAPP).

This Task Order involves the use of existing data, website page development, geospatial data, and modeling. Accordingly, EPA policy requires that an *approved* QAPP be in place before any work begins that involves the collection, generation, evaluation, analysis or use of environmental data. The contractor shall adhere to an existing Quality Assurance Project Plan (QAPP) completed under a previous HWI contractor assignment that comprehensively and



adequately addresses all the elements of this Task Order, and that QAPP<sup>1</sup>. The contractor shall update the attached QAPP to reflect current project status, PWS requirements and project organization. That QAPP will be provided to the contractor that is awarded this Task Order by EPA. For any updating of the QAPP, the contractor shall follow the applicable QAPP requirements as provided in *EPA Requirements for Quality Assurance Project Plans: EPA QA/R-5* (<http://www.epa.gov/quality/qs-docs/r5-final.pdf>), and *Guidance for Quality Assurance Project Plans(QA/G-5)*, EPA/600/R-98/018, (<http://www.epa.gov/quality/qapps.html>) , as well as other guidance relevant to this Task Order, that can be found at <http://www.epa.gov/quality/qapps.html>. All QA documentation prepared under this Task Order shall be considered non-proprietary, and shall be made available to the public upon request.

The contractor shall immediately notify the EPA TOCOR of any QA problems encountered that may impact the performance of this Task Order, with recommendations for corrective action. If notification is by phone call, the contractor shall follow up with email notification within 5 days.

The contractor also shall provide EPA with monthly reports of QA-related activities performed during implementation of this Task Order. These monthly QA reports shall identify QA activities performed to support implementation of this Task Order, problems encountered, proposed solutions, and corrective actions taken. The contractor may include this as a part of the contract-required monthly financial/technical progress report.

Existing QAPPs shall require updates if changes that affect QA protocols in the QAPP have occurred. Contractor QMPs are periodically revised which may or may not affect an existing QAPP from an earlier year. Ongoing usage of QAPPs under this Task Order also can reveal the need for any updates. The contractor shall review the existing QAPP, check for necessary revisions based on the factors above, and report in writing to the TOCOR on the necessity of any updates or modifications within 10-15 business days. The contractor also shall notify the EPA TOCOR at any time during the Task Order if changes to the QAPP are warranted (e.g., due to organizational changes, revised technical approaches). If, during the Period of Performance of this Task Order, the EPA TOCOR determines revisions to the QAPP are necessary, the contractor shall submit a revised QAPP in track changes version of MS Word, and shall include a version history page that summarizes changes made, within 10-15 business days after receiving written technical direction to do so. The Contractor also shall provide EPA with copies of any modified SOPs or checklists to be attached to the QAPP. The contractor shall provide a revised QAPP, then a final that responds to EPA's written comments within 5 business days of receipt of EPA's comments on the draft.

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<sup>1</sup> Filename HWI Support Final QAPP.PDF: "Healthy Watersheds Initiative Support Quality Assurance Project Plan" Task Order No. 31, Contract EP-C-08-002, June 25, 2012. (18 pp)(redacted copy attached).



No work on the task order shall proceed (on any environmental data collection, analysis, or modeling tasks) until any changes are reflected in the QAPP, and have been approved by the EPA QA Officer.

**Reporting Requirements:**

- a. The contractor shall include a QA/QC section within each major deliverable (as specified above)
- b. The contractor shall provide monthly reports of QA activities performed during implementation of this task order (as specified above).

**Progress Reports:**

In addition to the brief monthly reports required by the contract, the contractor shall also transmit to the EPA TOCOR a brief, emailed progress report twice an option year. These reports are due no less than 60 days before the halfway point, and 60 days before the end, of the Task's current option year. This report shall summarize the status of all HWP Support activities and related funding under this Task up to the report date, and estimate the projected activities and related funding that is expected to be used in the ensuing 60-day period.

**TASK 2: HWP COMMUNICATIONS SUPPORT**

The Contractor shall update the web site, [www.epa.gov/healthywatersheds](http://www.epa.gov/healthywatersheds) no more than 10 times per Base Period or Option Period year under the direction of the EPA TOCOR and in Drupal that can be reviewed and approved by the EPA TOCOR and then transferred to the EPA web group with an EPA request for website modification. This shall include adding new examples, literature to the searchable reference library, healthy watersheds home page featured program or project, *Healthy Watersheds News* issues (see below), healthy watersheds pilot project descriptions and updates, stories in the news, links to related federal programs, national map with links to projects, HWP publications, and new EPA regional contacts. New material for the website shall not exceed 20 pages and 50 examples, stories, literature, home page featured program or project, pilot projects, national map updates, links to related federal and regional or local programs, stories in the news, HWP publications, *Healthy Watersheds News* issues, and new EPA regional contacts per Base Period or Option Period year. The Contractor shall use the existing QAPP for the web site updates.

The Contractor shall, with input on content from the TOCOR, develop no more than 4 issues per Base Period or Option Period year of *Healthy Watersheds News*. This shall include layout and writing articles in a format that is comparable to recent past issues (posted online at [www.epa.gov/healthywatersheds](http://www.epa.gov/healthywatersheds)). The *Healthy Watersheds News* issues shall not exceed 6 pages per issue.

The Contractor shall manage the Healthy Watersheds Program Online Forum, hwi\_Info. This shall include adding posts, monitoring the discussion, approving new members, and enforcing

the rules of the forum.

The Contractor shall provide support, under the direction of the EPA TOCOR, in setting-up and managing no more than 4 HWP webinars per Base Period or Option Period year.

New material for the website shall not exceed 10 pages and 15 examples; 3 issues of *Healthy Watersheds News*; and 2 HWP webinars.

For Option Period 1, the Contractor shall develop a Healthy Watersheds Program Methodologies Document. This will be a process document that describes how the previous watershed and statewide assessments have been conducted, including such things as: how stakeholders were convened, conducting webinars to vet results along the way, the goal and logistics of in person meetings with the Contractor, the TOCOR, and the local technical team, etc.

For Option Period 2, the Contractor shall develop a Healthy Watersheds Program (HWP) Accomplishments Report. The HWP Accomplishments Report would capture program accomplishments from 2012 through the present, and would include the Tennessee state assessment. The report would include summaries of the projects: what we did, who was involved, outcomes/impacts/uses of work; and other accomplishments like the Chesapeake Watershed Agreement HW goal, etc). The Contractor shall contact project team leads to learn if there are any updates on how the HWP deliverable is being utilized. This updated information would be included in the Accomplishments Report. The TOCOR will provide the Contractor with contact information for the various project team leads. Some graphics may be developed to include in the Accomplishments Report, to summarize HWP efforts; however, it is anticipated that most information will be synthesized from existing deliverables along with some updated information from the project team leads.

### **TASK 3: SUPPORT THE DEVELOPMENT OF STATE AND OTHER INTEGRATED HEALTHY WATERSHEDS ASSESSMENTS**

Under the direction of the TOCOR, the Contractor shall develop integrated healthy watersheds assessments using existing data and assessments following the assessment framework in Chapter 4 of the *Identifying and Protecting Healthy Watersheds Concepts, Assessments, and Management Approaches* found on [www.epa.gov/healthywatersheds](http://www.epa.gov/healthywatersheds). This shall include for each assessment the delivery of an assessment report and geodatabase of the assessment results. The report shall include an executive summary, introduction, methods overview, results and analysis including synthesis of watershed condition and vulnerability assessments, next steps and applications, references, any appendices, and maps and graphics. The reports shall include pictures and/or graphics on cover pages suitable for posting on the Healthy Watersheds web site. The overall steps in an integrated healthy watersheds assessment include, but are not limited to:

1. Organizing conference calls with assessment team (no more frequent than monthly) to discuss the steps below and provide call summaries
2. Identify, collect, and review existing data for 6 healthy watershed assessment framework ecological attributes and vulnerability indicators (e.g. future climate, land, and water use change) and create geodatabase
3. Develop draft technical approach
4. Conduct meeting with assessment team to decide on indicators, analysis unit (e.g. Hydrologic Unit Code or catchment), uses of the assessment, and overall technical approach, and provide summary of the meeting
5. Complete data collection for any new indicators and final draft technical approach
6. Circulate final draft of technical approach to assessment team for review and finalize
7. Analyze data, develop indicators for the 6 ecological attributes and vulnerability assessment, and develop landscape statistical or other models or statistical approaches to assess all watersheds or catchments and draft assessment report
8. Convene conference call of assessment team to discuss draft results and decide on index approach and/or thresholds, map output format, and associated graphics for displaying the results
9. Calculate index and develop graphics displaying results. Convene conference call of assessment team to review and finalize results and graphics and uses of the assessment
10. Complete draft assessment report and circulate to the assessment team for its review, and
11. Finalize report and transfer geodatabase to EPA and project client (e.g, state, National Estuary Program, Tribe, watershed group)

The Contractor shall develop integrated healthy watersheds assessments in no more than 2 states, no more than 1 National Estuary Program, no more than 1 Tribe, and/or no more than 2 geographic areas such as watersheds and ecoregions per Base Period or Option Period year.

For the Base Period, the Clinch-Powell Watersheds assessment will be initiated and 1 other state assessment is projected.

For Option Period 1, the Clinch-Powell Watersheds assessment shall be completed, along with two fact sheets related to the Clinch-Powell Watersheds assessment. The first fact sheet shall address Project Description and Findings, and the purpose will be to describe the Healthy Watershed Assessment methodology and results, and focus on the components of a healthy watershed. The second fact sheet shall address Project Implications, with the purpose to inform the interested audience on what actions can contribute to healthy watersheds, and the economic and social benefits from protection and restoration of healthy watersheds.

#### Clinch-Powell Assessment (Clinch-Powell Clean Rivers Initiative)

The Contractor shall evaluate the draft assessment report including preliminary results (attached), review data collected so far in the geodatabase and associated data analysis tables (attached link), review comments on the assessment (attached), review the

summary of July 23, 2013 Call (attached), and propose a revised assessment technical approach. The Contractor shall convene conference calls of assessment team to discuss and decide on a new assessment approach. The Contractor shall collect any additional existing data. The Contractor shall convene conference calls of assessment team to discuss new indicators, results of the analysis, index approach and/or thresholds, combined output of watershed health and/or vulnerability assessments, next steps and applications, map format for displaying the results, and report graphics. The Contractor shall calculate indices and develop graphics displaying results. The Contractor shall complete draft and draft final reports and circulate them to the assessment team for its review. The Contractor shall finalize report and geodatabase.

For Option Period 2, the Tennessee state assessment will be completed.

#### **TASK 4: SUPPORT OF THE DEVELOPMENT OF HEALTHY WATERSHEDS COMPONENT ASSESSMENTS**

Under direction of the TOCOR, the Contractor shall develop additional healthy watersheds component assessments to include assessments of green infrastructure, landscape condition, habitat, geomorphology, hydrology, water quality, and biological condition in no more than 2 states, 1 Tribe, 1 National Estuary Program, and/ or 2 geographic areas such as watersheds and ecoregions per Base Period or Option Period year. These assessments shall be similar to those in Chapters 2 and 3 of the EPA technical document, *Identifying and Protecting Healthy Watersheds Concepts, Assessments, and Management Approaches* found on [www.epa.gov/healthywatersheds](http://www.epa.gov/healthywatersheds) and consistent with the state of the science. The reports shall include pictures and/or graphics on cover pages suitable for posting on the Healthy Watersheds web site. The Contractor shall develop a project plan and schedule for each assessment prior to initiating work.

For the Base Period, the Montana Prairie Wetlands and Intermittent/Ephemeral Streams: Hydrologic Needs Assessment for Healthy Watersheds project shall be completed and no other projects are being planned.

For Option Period 1, the Montana Prairie Wetlands and Intermittent/Ephemeral Streams: Hydrologic Needs Assessment for Healthy Watersheds project shall be completed.

#### **Montana Prairie Wetlands and Intermittent/Ephemeral Streams: Hydrologic Needs Assessment for Healthy Watersheds (Montana Department of Environmental Quality)**

The Contractor shall review and evaluate the Literature Review (attached) and draft Technical Approach for Developing Testable Hypotheses and Precautionary Limits of Hydrologic Alteration (attached). The Contractor shall convene conference calls with the Montana technical team to develop testable hypotheses that describe how select species, communities, and processes respond to hydrologic changes during various

months and seasons for prairie wetlands in eastern Montana. Each hypothesis will explicitly state who (species or guild) is affected by what (component of flow), when (months or season), where (habitat, such prairie wetlands), and how (hypothesized ecological response). The Contractor shall work the Montana technical team to quantify precautionary limits on hydrologic alteration. The Contractor shall produce draft and final reports with the literature summary and hydrologic needs assessment that is 508 compliant for posting on the Healthy Watersheds web site.

For Option Period 2, no other projects are being planned.

**TASK 5: SUPPORT DEVELOPMENT OF HEALTHY WATERSHEDS PROTECTION PROGRAMS, STRATEGIES, AND PROJECTS**

Under direction of the TOCOR, the Contractor shall assist in the development of healthy watersheds programs, strategies, and projects in no more than 3 states, no more than 3 Tribes, no more than 3 National Estuary Programs, and/or no more than 3 watersheds per Base Period or Option Period year. The Contractor shall develop a project plan and schedule for each program development project except for logistical support. Program support shall include: providing logistical support for conference calls, i.e., note taking, facilitation, summary; facilitating workshops; preparing written synthesis of information on healthy watersheds assessments and protection programs; supporting the development of state or tribal healthy watersheds strategies; and implementation of watershed level healthy watersheds protection projects. The Contractor shall produce a fact sheet and report on healthy watersheds implementation outlining a strategic approach to protecting healthy watersheds including the importance of a large scale systems approach, role of integrated assessments in identifying healthy watersheds, development of healthy watersheds state strategies, role of collaboration across organizations, and examples of healthy watershed protection actions and projects. Reports and fact sheet shall include pictures and/or graphics suitable for posting on the Healthy Watersheds web site.

For the Base Period, the Protecting Aquatic Ecosystem Resilience in the Massachusetts' Taunton River Watershed project shall be completed and three national HWI pilot projects are being planned. The pilot projects will commence in the Base Period and carry over into Option Period 1.

For Option Period I, the Protecting Aquatic Ecosystem Resilience in the Massachusetts' Taunton River Watershed project shall be completed.

Protecting Aquatic Ecosystem Resilience in the Massachusetts' Taunton River Watershed

The Contractor shall review the Protecting Resiliency in Massachusetts' Taunton River Watershed 4/26/13 draft report (attached), Consolidated Comments from EPA Region 1 (attached), and Revised Table of Contents for the Draft Report (attached). The Contractor shall discuss next steps with the EPA TOCOR and the Taunton Watershed

Project Team and propose a final report outline. The Contractor shall develop a revised draft report based on the final outline. The Contractor shall incorporate comments on the draft report from the EPA TOCOR and the Taunton Watershed Project Team. The Contractor shall produce a final report. The report shall be 508 compliant for posting on the Healthy Watersheds web site.

For Option Period 2, no other projects are being planned.

#### **TASK 6: SUPPORT HWI PROGRAM INTEGRATION**

Under direction of the TOCOR, the Contractor shall assist in developing strategies and implementing projects that demonstrate HWI integration into the Wetlands and National Estuary Programs (NEPs), and other EPA programs. Emphasis shall be placed on demonstration projects.

For the Base Period, no activity is expected for this task.

For Option Period 2, no other projects are being planned.

#### **SCHEDULE OF BENCHMARKS AND DELIVERABLES**

<b>Base Period: 12 months</b>		
<b>TASK</b>	<b>BENCHMARK / DELIVERABLE / MILESTONES</b>	<b>SCHEDULE</b>
<b>1</b>	1a. Task Order Kick-Off Meeting	Within 15 days of TO Award
<b>1</b>	1b. The contractor shall review the "Healthy Watersheds Initiative Support Quality Assurance Project Plan" and, <ul style="list-style-type: none"> <li>• Verify that the QAPP is still appropriate for use; or</li> <li>• Recommend revisions.</li> </ul>	Within 30 days of TO Award
<b>1</b>	Immediately notify the EPA TOCOR of any QA problems encountered that may impact the performance of this Task Order, with recommendations for corrective action	Immediate notification. If notification is by phone call, the contractor shall follow up with email notification within 5 days.
<b>1</b>	1c. The contractor shall notify the EPA TOCOR at any time during the task order if change to the QAPP is warranted (e.g., due to organizational changes, revised technical approaches).	10-15 business days after receipt of written technical direction, the contractor shall submit a draft revised QAPP. Within 5 business days of receipt of EPA's comments on the draft QAPP, a final QAPP

		that responds to EPA's written comments
<b>1</b>	1d. If, during the Period of Performance of this Task Order, the EPA TOCOR provides technical direction that revisions to the QAPP are determined to be necessary, the contractor shall submit a revised QAPP, including the revision summary, within 10-15 business days after receiving written technical direction to do so. When preparing this "draft" revised version of the QAPP, the contractor shall ensure that it is written in an active voice and shall include a version history page that summarizes changes made. The contractor also shall provide EPA with copies of any modified SOPs or checklists. EPA will review the "draft" revised QAPP and provide the contractor with written approval or comments. The contractor shall provide a final QAPP that responds to EPA's written comments within 5 business days of receipt of EPA's comments on the draft QAPP.	10-15 business days after receipt of written technical direction, the contractor shall submit a draft revised QAPP. 5 business days of receipt of EPA's comments on the draft QAPP, the contractor shall submit a final QAPP that responds to EPA's written comments
<b>1</b>	1e. Progress report pre-midyear	NLT 60 days prior to midpoint of base year
<b>1</b>	1f. Progress report pre-end of year	NLT 60 days prior to end of base year
<b>1</b>	1g. Monthly progress reports per contract requirement	As specified in contract
HWI Communications Support		
<b>2</b>	2a. Website updates up to 10 times per year and not exceed 20 pages and 50 examples as specified in written technical direction from the EPA TOCOR	10-15 business days after receipt of written technical direction
<b>2</b>	2b. <i>Healthy Watersheds News</i> issues up to 4 issues per year as specified in written technical direction from the EPA TOCOR	10-15 business days after receipt of written technical direction
<b>2</b>	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 0 – Day 180 of Task year
<b>2</b>	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 90 – Day 270 of Task year
<b>2</b>	2c. Online Forum posts, discussion monitoring,	Day 180 – Day 360 of Task year

	approval of new members, and rule enforcement	
<b>2</b>	2d. Up to 4 HWI webinars per year as specified in written technical direction from the EPA TOCOR	40-60 business days after receipt of written technical direction
<b>Integrated Assessments Detailed Deliverables and Milestones</b>		
<b>3</b>	3a. Conference calls & call summaries	Calls: within 21 days of written technical direction Call summaries: within 5 business days of written technical direction
<b>3</b>	3b. Collect indicator data and place into a geodatabase	Within 80-100 business days of beginning of each assessment
<b>3</b>	3c. Draft technical approach	Within 80-100 business days of beginning of each assessment
<b>3</b>	3d. Conduct meeting with assessment team & meeting summary	Within 80-100 business days of beginning of each assessment
<b>3</b>	3.e. Complete data collection and final draft technical approach	Within 120 business days of beginning of each assessment
<b>3</b>	3.f. Final technical approach	Within 10 business days of written technical direction
<b>3</b>	3.g. Six ecological attribute indicators analyzed using statistical models/approaches & vulnerability assessment and draft assessment report	Within 160 business days of beginning of each assessment
<b>3</b>	3.h. Convene conference call to decide on any thresholds, index approach, and display of results and call summary	Within 10 business days of written technical direction
<b>3</b>	3. i. Call summary on assessment team's review of results, graphics, & uses of assessment	Within 5 business days of written technical direction
<b>3</b>	3.j. Draft assessment report	Within 200 business days of beginning of each assessment
<b>3</b>	3.k. Final assessment report and transfer geodatabase to EPA and project client (e.g, state, National Estuary Program, Tribe, watershed group)	Within 200- 280 business days of beginning of each assessment
<b>3CPa.</b>	Conference calls & written call summaries	Calls: within 21 days of written technical direction Call summaries: within 5 business days of written technical direction
<b>3CPb.</b>	Project evaluation and proposed revised assessment technical approach	Within 20 business days of written technical direction



<b>3CPc.</b>	Complete data collection and final draft technical approach	Within 15 business days of written technical direction
<b>3CPd.</b>	Final technical approach report	Within 5 business days of written technical direction
<b>3CPe.</b>	Six ecological attribute indicators analyzed using statistical models/approaches &/or vulnerability assessment and draft assessment report	Within 25 business days of written technical direction
<b>3CPf.</b>	Convene conference call to decide on any thresholds, index approach, and display of results and written call summary	Within 10 business days of written technical direction
<b>3CPg.</b>	Written call summary on assessment team's review of results, graphics, & uses of assessment	Within 5 business days of written technical direction
<b>3CPj.</b>	Draft assessment report	Within 20 business days of written technical direction
<b>3CPk.</b>	Final assessment report and transfer geodatabase to EPA and project client	Within 15 business days of written technical direction
<b>Healthy Watersheds Component Assessments</b>		
<b>4</b>	4a. Project plan and schedule	Within 5 days of beginning of each project
<b>4</b>	4b. Conference calls and call summaries	Calls: within 21 days of written technical direction Call summaries: within 5 business days of written technical direction
<b>4</b>	4c. Draft assessment report	Within 200 business days of beginning of each assessment
<b>4</b>	4d. Final assessment report and transfer assessment database to EPA and project client (e.g, state, National Estuary Program, Tribe, watershed group)	Within 200- 280 business days of beginning of each assessment
<b>4.MTa.</b>	4.MTa. Review and evaluate the Literature Review and draft Technical Approach for Developing Testable Hypotheses and Precautionary Limits of Hydrologic Alteration	Within 5 business days of written technical direction
<b>4.MTb.</b>	Conference calls and call summaries	Calls: within 15 days of written technical direction Call summaries: within 5 business days of written technical direction
<b>4.MTc.</b>	Draft Testable Hypotheses and precautionary limits of hydrologic alteration	Within 10 business days of written technical direction

<b>4.MTd.</b>	Final Testable Hypotheses and precautionary limits of hydrologic alteration	Within 10 business days of written technical direction
<b>4.MTe.</b>	Draft final report with the literature summary and hydrologic needs assessment	Within 15 business days of written technical direction
<b>4.MTf.</b>	Final report with the literature summary and hydrologic needs assessment	Within 10 business days of written technical direction
<b>Healthy Watersheds Protection Programs, Strategies, and Projects</b>		
5	5a. Project plan and schedule	Within 5 days of beginning of each project
5	5b. Conference call and workshop logistical support, facilitation, and summary	Calls: within 21 days of written technical direction Workshop: Within 5 business days of written technical direction
5	5c. Draft report	Within 7 business days of written technical direction
5	5d. Final report	Within 10 business days of written technical direction
5	5e. Draft fact sheet and report on healthy watersheds implementation	Within 7 business days of written technical direction
5	5 f. Final fact sheet and report on healthy watersheds implementation	Within 10 business days of written technical direction
<b>5.Ta.</b>	Discuss next steps on the project	Within 5 business days of project initiation
<b>5.Tb.</b>	Conference calls and call summaries	Calls: within 15 days of written technical direction Call summaries: within 5 business days of written technical direction
<b>5.Tc.</b>	Final report outline	Within 5 business days of project initiation
<b>5.Td.</b>	5.Td. Draft report	Within 20 business days of written technical direction
<b>5.Te.</b>	Final report	Within 10 business days of written technical direction
<b>SUPPORT HWI PROGRAM INTEGRATION</b>		
6	6a. Meeting summaries	Within 5 business days of written technical direction
6	6b. Program integration project plan and schedule	Within 10 business days of written technical direction
6	6c. Draft and final program integration strategies	Within 10 business days of written technical direction
6	6d. Draft and final project reports	Within 10 business days of

		written technical direction
<b>Option Period 1: 12 months</b>		
<b>TASK</b>	<b>BENCHMARK / DELIVERABLE / MILESTONES</b>	<b>SCHEDULE</b>
<b>1</b>	1a. Task Order Kick-Off Meeting	Within 15 days of TO Award
<b>1</b>	1b. The contractor shall review the “Healthy Watersheds Initiative Support Quality Assurance Project Plan” and, <ul style="list-style-type: none"> <li>• Verify that the QAPP is still appropriate for use; or</li> <li>• Recommend revisions.</li> </ul>	Within 30 days of beginning of new Option Period
<b>1</b>	immediately notify the EPA TOCOR of any QA problems encountered that may impact the performance of this Task Order, with recommendations for corrective action	Immediate notification. If notification is by phone call, the contractor shall follow up with email notification within 5 days.
<b>1</b>	1c. The contractor shall notify the EPA TOCOR at any time during the task order if changes to the QAPP is warranted (e.g., due to organizational changes, revised technical approaches).	10-15 business days after receipt of written technical direction, the contractor shall submit a draft revised QAPP. Within 5 business days of receipt of EPA’s comments on the draft QAPP, a final QAPP that responds to EPA’s written comments
<b>1</b>	1d. If, during the Period of Performance of this Task Order, the EPA TOM provides technical direction that revisions to the QAPP are determined to be necessary, the contractor shall submit a revised QAPP, including the revision summary, within 10-15 business days after receiving written technical direction to do so. When preparing this “draft” revised version of the QAPP, the contractor shall ensure that it is written in an active voice and shall include a version history page that summarizes changes made. The contractor also shall provide EPA with copies of any modified SOPs or checklists. EPA will review the “draft” revised QAPP and provide the contractor with written approval or comments. The contractor shall provide a final QAPP that responds to EPA’s written comments within 5 business days of receipt of EPA’s comments on the draft QAPP.	10-15 business days after receipt of written technical direction, the contractor shall submit a draft revised QAPP. Within 5 business days of receipt of EPA’s comments on the draft QAPP, a final QAPP that responds to EPA’s written comments

<b>1</b>	1e. Progress report pre-midyear	NLT 60 days prior to midpoint of option year
<b>1</b>	1f. Progress report pre-end of year	NLT 60 days prior to end of option year
<b>1</b>	1g. Monthly progress reports per contract requirement	As specified in contract
HWI Communications Support		
<b>2</b>	2a. Website updates up to 10 times per year and not exceed 20 pages and 50 examples as specified in written technical direction from the EPA TOCOR	10-15 business days after receipt of written technical direction
<b>2</b>	2b. <i>Healthy Watersheds News</i> issues up to 4 issues per year as specified in written technical direction from the EPA TOCOR	10-15 business days after receipt of written technical direction
<b>2</b>	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 0 – Day 180 of Task year
<b>2</b>	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 90 – Day 270 of Task year
<b>2</b>	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 180 – Day 360 of Task year
<b>2</b>	2d. Up to 4 HWI webinars per year as specified in written technical direction from the EPA TOCOR	40-60 business days after receipt of written technical direction
Integrated Assessments Detailed Deliverables and Milestones		
<b>3</b>	3a. Conference calls & call summaries	Calls: within 21 days of written technical direction Call summaries: within 5 business days of written technical direction
<b>3</b>	3b. Collect indicator data and place into a geodatabase	Within 80-100 business days of beginning of each assessment
<b>3</b>	3c. Draft technical approach	Within 80-100 business days of beginning of each assessment
<b>3</b>	3d. Conduct meeting with assessment team & meeting summary	Within 80-100 business days of beginning of each assessment
<b>3</b>	3.e. Complete data collection and final draft technical approach	Within 120 business days of beginning of each assessment
<b>3</b>	3.f. Final technical approach	Within 10 business days of written technical direction

<b>3</b>	3.g. Six ecological attribute indicators analyzed using statistical models/approaches & vulnerability assessment and draft assessment report	Within 160 business days of beginning of each assessment
<b>3</b>	3.h. Convene conference call to decide on any thresholds, index approach, and display of results and call summary	Within 10 business days of written technical direction
<b>3</b>	3. i. Call summary on assessment team's review of results, graphics, & uses of assessment	Within 5 business days of written technical direction
<b>3</b>	3.j. Draft assessment report	Within 200 business days of beginning of each assessment
<b>3</b>	3.k. Final assessment report and transfer geodatabase to EPA and project client (e.g, state, National Estuary Program, Tribe, watershed group)	Within 200- 280 business days of beginning of each assessment
<b>Healthy Watersheds Component Assessments</b>		
<b>4</b>	4a. Project plan and schedule	Within 5 days of beginning of each project
<b>4</b>	4b. Conference calls and call summaries	Calls: within 21 days of written technical direction Call summaries: within 5 business days of written technical direction
<b>4</b>	4c. Draft assessment report	Within 200 business days of beginning of each assessment
<b>4</b>	4d. Final assessment report and transfer assessment database to EPA and project client (e.g, state, National Estuary Program, Tribe, watershed group)	Within 200- 280 business days of beginning of each assessment
<b>Healthy Watersheds Protection Programs, Strategies, and Projects</b>		
<b>5</b>	5a. Project plan and schedule	Within 5 days of beginning of each project
<b>5</b>	5b. Conference call and workshop logistical support, facilitation, and summary	Calls: within 21 days of written technical direction Workshop: Within 5 business days of written technical direction
<b>5</b>	5c. Draft report	Within 7 business days of written technical direction
<b>5</b>	5d. Final report	Within 10 business days of written technical direction
<b>5</b>	5e. Draft fact sheet and report on healthy watersheds implementation	Within 7 business days of written technical direction

5	5 f. Final fact sheet and report on healthy watersheds implementation	Within 10 business days of written technical direction
SUPPORT HWI PROGRAM INTEGRATION		
6	6a. Meeting summaries	Within 5 business days of written technical direction
6	6b. Program integration project plan and schedule	Within 10 business days of written technical direction
6	6c. Draft and final program integration strategies	Within 10 business days of written technical direction
6	6d. Draft and final project reports	Within 10 business days of written technical direction
Option Period 2: 9 months		
<b>TASK</b>	<b>BENCHMARK / DELIVERABLE / MILESTONES</b>	<b>SCHEDULE</b>
<b>1</b>	1a. Task Order Kick-Off Meeting	Within 15 days of TO Award
<b>1</b>	1b. The contractor shall review the “Healthy Watersheds Initiative Support Quality Assurance Project Plan” and, <ul style="list-style-type: none"> <li>• Verify that the QAPP is still appropriate for use; or</li> <li>• Recommend revisions.</li> </ul>	Within 30 days of beginning of new Option Period
<b>1</b>	immediately notify the EPA TOCOR of any QA problems encountered that may impact the performance of this Task Order, with recommendations for corrective action	Immediate notification. If notification is by phone call, the contractor shall follow up with email notification within 5 days.
<b>1</b>	1c. The contractor shall notify the EPA TOCOR at any time during the task order if changes to the QAPP is warranted (e.g., due to organizational changes, revised technical approaches).	10-15 business days after receipt of written technical direction, the contractor shall submit a draft revised QAPP. Within 5 business days of receipt of EPA’s comments on the draft QAPP, a final QAPP that responds to EPA’s written comments
<b>1</b>	1d. If, during the Period of Performance of this Task Order, the EPA TOM provides technical direction that revisions to the QAPP are determined to be necessary, the contractor shall submit a revised QAPP, including the revision summary, within 10-15 business days after receiving written technical direction to do so. When preparing this “draft” revised version of the QAPP, the contractor shall ensure that it	10-15 business days after receipt of written technical direction, the contractor shall submit a draft revised QAPP. Within 5 business days of receipt of EPA’s comments on the draft QAPP, a final QAPP that responds to EPA’s written comments

	is written in an active voice and shall include a version history page that summarizes changes made. The contractor also shall provide EPA with copies of any modified SOPs or checklists. EPA will review the “draft” revised QAPP and provide the contractor with written approval or comments. The contractor shall provide a final QAPP that responds to EPA’s written comments within 5 business days of receipt of EPA’s comments on the draft QAPP.	
<b>1</b>	1g. Monthly progress reports per contract requirement	For the duration of the Option Period
HWI Communications Support		
<b>2</b>	2a. Website updates up to 10 times per year and not exceed 20 pages and 50 examples as specified in written technical direction from the EPA TOCOR	10-15 business days after receipt of written technical direction
<b>2</b>	2b. <i>Healthy Watersheds News</i> issues up to 4 issues per year as specified in written technical direction from the EPA TOCOR	10-15 business days after receipt of written technical direction
<b>2</b>	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 0 – Day 180 of Task year
<b>2</b>	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 90 – Day 270 of Task year
<b>2</b>	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 180 – Day 360 of Task year
<b>2</b>	2d. Up to 4 HWI webinars per year as specified in written technical direction from the EPA TOCOR	40-60 business days after receipt of written technical direction
Integrated Assessments Detailed Deliverables and Milestones		
<b>3</b>	3a. Conference calls & call summaries	Calls: within 21 days of written technical direction Call summaries: within 5 business days of written technical direction
<b>3</b>	3b. Collect indicator data and place into a geodatabase	Within 80-100 business days of beginning of each assessment
<b>3</b>	3c. Draft technical approach	Within 80-100 business days of

[illegible]



<b>1</b>	<p>1b. The contractor shall review the “Healthy Watersheds Initiative Support Quality Assurance Project Plan” and,</p> <ul style="list-style-type: none"> <li>• Verify that the QAPP is still appropriate for use; or</li> <li>• Recommend revisions.</li> </ul>	Within 30 days of beginning of new Option Period
<b>1</b>	immediately notify the EPA TOCOR of any QA problems encountered that may impact the performance of this Task Order, with recommendations for corrective action	Immediate notification. If notification is by phone call, the contractor shall follow up with email notification within 5 days.
<b>1</b>	<p>1c. The contractor shall notify the EPA TOCOR at any time during the task order if changes to the QAPP is warranted (e.g., due to organizational changes, revised technical approaches).</p>	10-15 business days after receipt of written technical direction, the contractor shall submit a draft revised QAPP. Within 5 business days of receipt of EPA’s comments on the draft QAPP, a final QAPP that responds to EPA’s written comments
<b>1</b>	<p>1d. If, during the Period of Performance of this Task Order, the EPA TOCOR provides technical direction that revisions to the QAPP are determined to be necessary, the contractor shall submit a revised QAPP, including the revision summary, within 10-15 business days after receiving written technical direction to do so. When preparing this “draft” revised version of the QAPP, the contractor shall ensure that it is written in an active voice and shall include a version history page that summarizes changes made. The contractor also shall provide EPA with copies of any modified SOPs or checklists. EPA will review the “draft” revised QAPP and provide the contractor with written approval or comments. The contractor shall provide a final QAPP that responds to EPA’s written comments within 5 business days of receipt of EPA’s comments on the draft QAPP.</p>	10-15 business days after receipt of written technical direction, the contractor shall submit a draft revised QAPP. Within 5 business days of receipt of EPA’s comments on the draft QAPP, a final QAPP that responds to EPA’s written comments
<b>1</b>	1e. Progress report pre-midyear	NLT 60 days prior to midpoint of option year
<b>1</b>	1f. Progress report pre-end of year	NLT 60 days prior to end of option year
<b>1</b>	1g. Monthly progress reports per contract	As specified in contract

	requirement	
HWI Communications Support		
2	2a. Website updates up to 10 times per year and not exceed 20 pages and 50 examples as specified in written technical direction from the EPA TOCOR	10-15 business days after receipt of written technical direction
2	2b. <i>Healthy Watersheds News</i> issues up to 4 issues per year as specified in written technical direction from the EPA TOCOR	10-15 business days after receipt of written technical direction
2	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 0 – Day 180 of Task year
2	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 90 – Day 270 of Task year
2	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 180 – Day 360 of Task year
2	2d. Up to 4 HWI webinars per year as specified in written technical direction from the EPA TOCOR	40-60 business days after receipt of written technical direction
Integrated Assessments Detailed Deliverables and Milestones		
3	3a. Conference calls & call summaries	Calls: within 21 days of written technical direction Call summaries: within 5 business days of written technical direction
3	3b. Collect indicator data and place into a geodatabase	Within 80-100 business days of beginning of each assessment
3	3c. Draft technical approach	Within 80-100 business days of beginning of each assessment
3	3d. Conduct meeting with assessment team & meeting summary	Within 80-100 business days of beginning of each assessment
3	3.e. Complete data collection and final draft technical approach	Within 120 business days of beginning of each assessment
3	3.f. Final technical approach	Within 10 business days of written technical direction
3	3.g. Six ecological attribute indicators analyzed using statistical models/approaches & vulnerability assessment and draft assessment report	Within 160 business days of beginning of each assessment
3	3.h. Convene conference call to decide on any thresholds, index approach, and display of	Within 10 business days of written technical direction

	results and call summary	
3	3. i. Call summary on assessment team's review of results, graphics, & uses of assessment	Within 5 business days of written technical direction
3	3.j. Draft assessment report	Within 200 business days of beginning of each assessment
3	3.k. Final assessment report and transfer geodatabase to EPA and project client (e.g, state, National Estuary Program, Tribe, watershed group)	Within 200- 280 business days of beginning of each assessment
Healthy Watersheds Component Assessments		
4	4a. Project plan and schedule	Within 5 days of beginning of each project
4	4b. Conference calls and call summaries	Calls: within 21 days of written technical direction Call summaries: within 5 business days of written technical direction
4	4c. Draft assessment report	Within 200 business days of beginning of each assessment
4	4d. Final assessment report and transfer assessment database to EPA and project client (e.g, state, National Estuary Program, Tribe, watershed group)	Within 200- 280 business days of beginning of each assessment
Healthy Watersheds Protection Programs, Strategies, and Projects		
5	5a. Project plan and schedule	Within 5 days of beginning of each project
5	5b. Conference call and workshop logistical support, facilitation, and summary	Calls: within 21 days of written technical direction Workshop: Within 5 business days of written technical direction
5	5c. Draft report	Within 7 business days of written technical direction
5	5d. Final report	Within 10 business days of written technical direction
5	5e. Draft fact sheet and report on healthy watersheds implementation	Within 7 business days of written technical direction
5	5 f. Final fact sheet and report on healthy watersheds implementation	Within 10 business days of written technical direction
SUPPORT HWI PROGRAM INTEGRATION		
6	6a. Meeting summaries	Within 5 business days of written technical direction

6	6b. Program integration project plan and schedule	Within 10 business days of written technical direction
6	6c. Draft and final program integration strategies	Within 10 business days of written technical direction
6	6d. Draft and final project reports	Within 10 business days of written technical direction
<b>Option Period 4: 6 months</b>		
<b>TASK</b>	<b>BENCHMARK / DELIVERABLE / MILESTONES</b>	<b>SCHEDULE</b>
<b>1</b>	1a. Task Order Kick-Off Meeting	Within 15 days of TO Award
<b>1</b>	1b. The contractor shall review the "Healthy Watersheds Initiative Support Quality Assurance Project Plan" and, <ul style="list-style-type: none"> <li>• Verify that the QAPP is still appropriate for use; or</li> <li>• Recommend revisions.</li> </ul>	Within 30 days of beginning of new Option Period
<b>1</b>	immediately notify the EPA TOCOR of any QA problems encountered that may impact the performance of this Task Order, with recommendations for corrective action	Immediate notification. If notification is by phone call, the contractor shall follow up with email notification within 5 days.
<b>1</b>	1c. The contractor shall notify the EPA TOCOR at any time during the task order if changes to the QAPP is warranted (e.g., due to organizational changes, revised technical approaches).	10-15 business days after receipt of written technical direction, the contractor shall submit a draft revised QAPP. Within 5 business days of receipt of EPA's comments on the draft QAPP, a final QAPP that responds to EPA's written comments
<b>1</b>	1d. If, during the Period of Performance of this Task Order, the EPA TOCOR provides technical direction that revisions to the QAPP are determined to be necessary, the contractor shall submit a revised QAPP, including the revision summary, within 10-15 business days after receiving written technical direction to do so. When preparing this "draft" revised version of the QAPP, the contractor shall ensure that it is written in an active voice and shall include a version history page that summarizes changes made. The contractor also shall provide EPA with copies of any modified SOPs or checklists. EPA will review the "draft" revised QAPP and	10-15 business days after receipt of written technical direction, the contractor shall submit a draft revised QAPP. Within 5 business days of receipt of EPA's comments on the draft QAPP, a final QAPP that responds to EPA's written comments

	provide the contractor with written approval or comments. The contractor shall provide a final QAPP that responds to EPA's written comments within 5 business days of receipt of EPA's comments on the draft QAPP.	
<b>1</b>	1e. Progress report pre-midyear	NLT 60 days prior to midpoint of option year
<b>1</b>	1f. Progress report pre-end of year	NLT 60 days prior to end of option year
<b>1</b>	1g. Monthly progress reports per contract requirement	As specified in contract
<b>HWI Communications Support</b>		
<b>2</b>	2a. Website updates up to 10 times per year and not exceed 20 pages and 50 examples as specified in written technical direction from the EPA TOCOR	10-15 business days after receipt of written technical direction
<b>2</b>	2b. <i>Healthy Watersheds News</i> issues up to 4 issues per year as specified in written technical direction from the EPA TOCOR	10-15 business days after receipt of written technical direction
<b>2</b>	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 0 – Day 180 of Task year
<b>2</b>	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 90 – Day 270 of Task year
<b>2</b>	2c. Online Forum posts, discussion monitoring, approval of new members, and rule enforcement	Day 180 – Day 360 of Task year
<b>2</b>	2d. Up to 4 HWI webinars per year as specified in written technical direction from the EPA TOCOR	40-60 business days after receipt of written technical direction
<b>Integrated Assessments Detailed Deliverables and Milestones</b>		
<b>3</b>	3a. Conference calls & call summaries	Calls: within 21 days of written technical direction Call summaries: within 5 business days of written technical direction
<b>3</b>	3b. Collect indicator data and place into a geodatabase	Within 80-100 business days of beginning of each assessment
<b>3</b>	3c. Draft technical approach	Within 80-100 business days of beginning of each assessment
<b>3</b>	3d. Conduct meeting with assessment team & meeting summary	Within 80-100 business days of beginning of each assessment

3	3.e. Complete data collection and final draft technical approach	Within 120 business days of beginning of each assessment
3	3.f. Final technical approach	Within 10 business days of written technical direction
3	3.g. Six ecological attribute indicators analyzed using statistical models/approaches & vulnerability assessment and draft assessment report	Within 160 business days of beginning of each assessment
3	3.h. Convene conference call to decide on any thresholds, index approach, and display of results and call summary	Within 10 business days of written technical direction
3	3. i. Call summary on assessment team's review of results, graphics, & uses of assessment	Within 5 business days of written technical direction
3	3.j. Draft assessment report	Within 200 business days of beginning of each assessment
3	3.k. Final assessment report and transfer geodatabase to EPA and project client (e.g, state, National Estuary Program, Tribe, watershed group)	Within 200- 280 business days of beginning of each assessment
Healthy Watersheds Component Assessments		
4	4a. Project plan and schedule	Within 5 days of beginning of each project
4	4b. Conference calls and call summaries	Calls: within 21 days of written technical direction Call summaries: within 5 business days of written technical direction
4	4c. Draft assessment report	Within 200 business days of beginning of each assessment
4	4d. Final assessment report and transfer assessment database to EPA and project client (e.g, state, National Estuary Program, Tribe, watershed group)	Within 200- 280 business days of beginning of each assessment
Healthy Watersheds Protection Programs, Strategies, and Projects		
5	5a. Project plan and schedule	Within 5 days of beginning of each project
5	5b. Conference call and workshop logistical support, facilitation, and summary	Calls: within 21 days of written technical direction Workshop: Within 5 business days of written technical direction
5	5c. Draft report	Within 7 business days of written technical direction

5	5d. Final report	Within 10 business days of written technical direction
5	5e. Draft fact sheet and report on healthy watersheds implementation	Within 7 business days of written technical direction
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SUPPORT HWI PROGRAM INTEGRATION		
6	6a. Meeting summaries	Within 5 business days of written technical direction
6	6b. Program integration project plan and schedule	Within 10 business days of written technical direction
6	6c. Draft and final program integration strategies	Within 10 business days of written technical direction
6	6d. Draft and final project reports	Within 10 business days of written technical direction
<b><u>END OF TABLE</u></b>		

When the Task Order reaches 30 calendar days prior to the end of the Period of Performance in a given period, the contractor shall make a determination that the deliverables, milestones, benchmarks, and any outstanding technical direction from the TOCOR, shall be satisfactorily completed in the form requested in the PWS by the end of the Period of Performance and for the remaining funding that is available.

If the contractor determines one or more of the above-referenced items will not be able to be completed in the requested form within the period of performance and with the available funding, the contractor shall notify the TOCOR and the CO immediately. Within 5 business days of said notification, the TOCOR in coordination with the CO will provide technical direction concerning use of the remaining funding to prepare and furnish to the TOCOR all interim draft deliverables, interim work products, and any working files in an electronic format which is supported by EPA, for eventual continuation of the project after the end date of the Task Order.

## **REPORTING**

All documentation and reporting under this Task Order shall be in compliance with contract requirements.

## **DELIVERABLES AND GENERAL PERFORMANCE**

The contractor shall participate in meetings and conference calls arranged by the EPA Task Order Project Officer. The contractor shall, when requested by the TOCOR, provide supporting documentation when EPA is reviewing draft deliverables to facilitate EPA review and approval of the Contractor's work. Documentation shall include the electronic files and detailed, written

explanation of all steps and decisions. The Contractor shall comply with this request when it is received from the TOCOR regardless of whether such a request is described in the individual tasks of this PWS. The Contractor shall furnish this information in such manner that no proprietary software will be needed for EPA to read, interpret, replicate or model any work product of this agreement, unless otherwise noted in this PWS or by written permission of the EPA TOCOR. The objective is that anyone with the appropriate skill level can use the information produced under this Task Order to check or duplicate the Contractor's work for replication and/or verification. With this understanding of how this Task Order's data will be used, any elements essential to successfully replicating analysis shall be provided to EPA in a commonly-used format.

The Contractor shall provide both scientific/technical and editorial review as defined in section 2.6 of the Prime Contract Performance Work Statement on any Task Order **draft** product before submission to the EPA TOCOR for review. This process does not need to be performed by an independent peer reviewer. All editorial review comments shall be addressed before deliverables are furnished to the EPA TOCOR for review (in the case of draft deliverables) or acceptance (in the case of final deliverables); and any questions raised by scientific/ technical review shall be either addressed or discussed with the EPA TOCOR prior to the contractor furnishing draft deliverables.

The contractor's work shall be judged "satisfactory" according to the QAPP if TOCOR edits to deliverables are no more than ten percent (10%) of the content of any draft deliverable, or less than two percent (2%) of any final deliverable. In addition, the contractor's work shall be judged "satisfactory" according to the QASP if less than ten percent (10%) of the pages of written final deliverables contain Task Order Project Officer edits for such things as grammar, punctuation and format. The EPA TOCOR can, upon request, furnish a copy of the EPA correspondence manual for the contractor's use.

Upon receipt of written technical direction from the TOCOR, the contractor shall furnish:

- **all deliverables (draft and final) to EPA shall be furnished in an electronic version** and in an electronic format that EPA can support (see TSAWP Contract PWS Section 4.0 Deliverables).
- **all final deliverables to EPA shall include one (1) electronic copy and a transmittal email that describes the attached deliverable and summarizes QA procedures applied in its development.** All final deliverables shall be prepared according to EPA publication guidelines and shall be compliant with Section 508 of the **Americans with Disabilities Act**.

**All submittals** to EPA shall be formatted as described below.

**Electronic submissions** shall be made in the following manner: electronic Microsoft Word© for any written reports, summaries or analysis documents, Microsoft Excel© format for any and all



spreadsheets, ESRI file Geodatabase (or other format approved by the EPA TOCOR) for geospatial datasets. **Final electronic submissions** shall be on Compact Disk (CD) or Digital Versatile Disc (DVD) if too large to email as attachments or deliver via FTP. Every electronic document and all of the sections, text, graphs, charts or figures shall be unlocked, open and editable so that EPA may make further changes.

Appropriate electronic format that is supported by EPA and printing of all GIS data layers, maps, photos, bench sheets and other written material not easily printed or saved in the above formats shall be discussed and a format agreed upon with the EPA TOCOR prior to submittal by the contractor.

## **VALIDATION OF SECTION 508 COMPLIANCE OF TASK ORDER DELIVERABLES**

The Contractor will support the TOCOR in conducting a “Final Deliverable Validation” to ensure compliance with Section 508 and the Federal Acquisition Regulations (FAR) related to “electronic and information technology (EIT) deliverables”. The Contractor shall furnish certification, in writing, to the TOCOR that the Contractor has complied with EPAAR Clause 1552.211-79 “Compliance with EPA Policies for Information Resources Management”, including the requirement that all electronic and information technology (EIT) deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>.

## **TRAVEL**

All travel under this Task Order shall be in compliance with contract requirements and only according to specific Technical Direction. (See contract clause H-17). For the Base Period, travel is anticipated for two onsite meetings (one is most likely Nashville, TN for a state healthy watersheds assessment) involving 2 contractors, unless otherwise directed by the TOCOR. For the Option Periods, travel is anticipated for two onsite meetings involving 2 contractors, unless otherwise directed by the TOCOR.

## **CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as Contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency’s official representative.

The Contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the EPA Task Order Project Officer.

## **CONFERENCE/MEETING GUIDELINES AND LIMITATIONS:**

The EPA projects that none of the individual meetings identified in these tasks will exceed a total cost of \$20,000. The contractor shall immediately notify the EPA Contracting Officer, PO and TOCOR of any anticipated individual event involving support for a meeting, conference,

workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

**QUALITY ASSURANCE SURVEILLANCE PLAN:** per contract requirements

## **ATTACHMENTS**

Filename HWI Support Final QAPP.PDF: "Healthy Watersheds Initiative Support Quality Assurance Project Plan" Task Order No. 31, Contract EP-C-08-002, June 25, 2012. (18 pp) (redacted copy attached).

Clinch-Powell Watershed Health Assessment (5-6-2013).pdf

<ftp://ftp.epa.gov/storet/xfer/> ClinchPowell zip file

Comments on assessment report:

- CP\_HealthyWatersV1\_VAReview.pdf
- Clinch-Powell Watershed Health Assessment (5-6-2013)JKLSuggest.pdf
- Clinch-Powell Watershed Health Assessment (5-6-2013)(TSO).pdf
- CP\_HealthyWatersV1\_VAReview\_Patricks\_Comments.pdf
- David\_Duhl.pdf
- EPAR3.pdf
- ClinchPowell\_HWI\_Meeting\_Notes 07302013.pdf

FINALMontana PPR Literature Review 5\_6 Final.pdf

MT\_Technical\_Approach 07-30-13.pdf

TauntonWatershedResiliency\_Draft\_42613.pdf

Consolidated comments on Draft7\_2\_13.pdf

Taunton Healthy Watershed Report annotate outline July 24\_13(2).pdf

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 5	
2. AMENDMENT/MODIFICATION NO. 009		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. PR-OW-16-00206	
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE CPOD		7. ADMINISTERED BY (If other than Item 6) CODE CPOD	
(FOR U.S. MAIL ONLY) US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268		CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) R T I International Attn: DEBORAH ELLISON PO BOX 12194 (b)(4) RESEARCH TRIANGLE PARK NC 277092194		9A. AMENDMENT OF SOLICITATION NO. (x) 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-12-054 0004 10B. DATED (SEE ITEM 13) 09/26/2013			
CODE (b)(4)		FACILITY CODE			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
See Schedule Net Increase: \$18,000.00

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF FAR 52.211-73 and FAR 52.243-2 and 52.232-22 ; Contractor's Proposal dated April 11, 2016
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

TOCOR: Nancy Arazan Max Expire Date: 07/29/2016

LIST OF CHANGES: Reason for Modification : Supplemental Agreement for work within scope

This modification is issued to incorporate the following contractual changes:

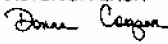
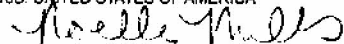
1. To increase the Level of Effort by 147 hours, from 430 to 577, for Option Period 2. No changes are made to the performance work statement due to this increase.
2. To revise the CPFF for Option Period 2 as shown below:

Original Increase Revised CPFF

Cost: (b)(4)

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Donna Cooper, Senior Contracting Officer		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Noelle Mills	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED 4-20-16	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 4/21/16

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 5	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
009		See Block 16C		PR-OW-16-00206			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
		CPOD				CPOD	
(FOR U.S. MAIL ONLY) US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268				CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				9A. AMENDMENT OF SOLICITATION NO.			
R T I International Attn: DEBORAH ELLISON PO BOX 12194 (b)(4) RESEARCH TRIANGLE PARK NC 277092194				(x)			
				9B. DATED (SEE ITEM 11)			
				10A. MODIFICATION OF CONTRACT/ORDER NO. EP-C-12-054 0004			
CODE (b)(4)				FACILITY CODE			
				10B. DATED (SEE ITEM 13) 09/26/2013			
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule				Net Increase:		\$18,000.00	
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
CHECK ONE		A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
		B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).					
X		C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: IAW EPAAR 1552.211-73 and FAR 52,243-2 and 52.232-22 ; Contractor's Proposal dated April 11, 2016					
		D. OTHER (Specify type of modification and authority)					
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not. <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: (b)(4)							
TOCOR: Nancy Arazan Max Expire Date: 07/29/2016							
LIST OF CHANGES: Reason for Modification : Supplemental Agreement for work within scope							
This modification is issued to incorporate the following contractual changes:							
1. To increase the Level of Effort by 147 hours, from 430 to 577, for Option Period 2. No changes are made to the performance work statement due to this increase.							
2. To revise the CPFF for Option Period 2 as shown below:							
Original		Increase		Revised CPFF			
Cost: (b)(4)							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Noelle Mills			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				(Signature of Contracting Officer)			

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-C-12-054/0004/009	PAGE	OF
		2	5

NAME OF OFFEROR OR CONTRACTOR  
R T I International

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Fee: (b)(4)</p> <p>CPFF: \$51,537 \$18,043 \$69,580</p> <p>3. To extend the Period Of Performance end date from 24-MAY-16 to 29-JUL-16.</p> <p>4. To provide updates to applicable clauses, see attached.</p> <p>CHANGES FOR LINE ITEM NUMBER: 3 Total Amount changed from \$51,537.00 to \$69,580.00 Obligated Amount for this modification: \$18,000.00 Incremental Funded Amount changed from \$51,537.00 to \$69,537.00 End Date changed from 24-MAY-16 to 29-JUL-16</p> <p>CHANGES FOR DELIVERY LOCATION: OW-OWOW-AWPD-NPSB Amount changed from \$51,537.00 to \$69,580.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 15-16-B-87FP-202BD4X25-2505-1687PE6001-001 Beginning FiscalYear 15 Ending Fiscal Year 16 Fund (Appropriation) B Budget Organization 87FP Program (PRC) 202BD4X25 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 1687PE6001-001 Quantity: 0 Amount: \$18,000.00 Percent: 25.8695 Subject To Funding: N Payment Address:</p> <p>Delivery Location Code: OW-OWOW-AWPD-NPSB AWPD-NPSB US EPA-OW-OWOW-AWPD-NPSB 1200 PENNSYLVANIA AVE., NW MC-4503-T WASHINGTON DC 20460</p> <p>Continued ...</p>				

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-C-12-054/0004/009

PAGE OF

3

5

NAME OF OFFEROR OR CONTRACTOR

R T I International

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Payment:</p> <p>RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>FOB: Destination</p> <p>Period of Performance: 09/26/2013 to 07/29/2016</p> <p>In consideration of the modification agreed to herein as complete equitable adjustments for the contractor's proposal dated April 11, 2015, the Contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to the contractor's proposal. All other terms and conditions shall remain unchanged.</p>				



**Section B - Supplies or Services/Prices was revised as follows.**

1 - Clauses was revised as follows.

Summary of Clause Changes:

Clause, 1552.211-73, is incorporated as follows:

**Local Clauses 1552.211-73 LEVEL OF EFFORT - COST REIMBURSEMENT TERM CONTRACT (APR 1984) DEVIATION (AUG 1985)**

(a) The Contractor shall perform all work and provide all required reports within the level of effort specified below. The Government will order 577 direct labor hours for the Option Period 2 which represents the Government's best estimate of the level of effort required to fulfill these requirements.

(b) Direct labor includes personnel such as engineers, scientists, draftsmen, technicians, statisticians, and programmers and not support personnel such as company management, typists, and key punch operators even though such support personnel are normally treated as direct labor by the Contractor. The level of effort specified in paragraph (a) includes Contractor, subcontractor, and consultant labor hours.

(c) Under any circumstances, if the Government orders or the Contractor provides less than 90 percent of the level of effort specified for the base period or any optional period exercised, an equitable downward adjustment of the fixed fee, if any, for that period will be made. The Government may require the Contractor to provide additional effort up to 110 percent of the level of effort for any period until the estimated cost for that period has been reached. However, this additional effort shall not result in any increase in the fixed fee, if any. If this is a cost-plus-incentive-fee (CPIF) contract, the term "fee" in this paragraph means "base fee and incentive fee." If this is a cost-plus-award-fee (CPAF) contract, the term "fee" in this paragraph means "base fee and award fee."

(d) If the level of effort specified to be ordered during a given base or option period is not ordered during that period, that level of effort may not be accumulated and ordered during a subsequent period.

(e) These terms and conditions do not supersede the requirements of either the "Limitation of Cost" or "Limitation of Funds" clauses.

(end of clause)

Clause, EPA-B-16-102, is incorporated as follows:

**Local Clauses EPA-B-16-102 ESTIMATED COST AND FIXED FEE (for Option Period 2)**

(a) The estimated cost of this contract is (b)(4)

(b) The fixed fee is (b)(4)

(c) The total estimated cost and fixed fee is \$69,580.00.

Clause, EPA-B-32-101, is incorporated as follows:

**Local Clauses EPA-B-32-101 LIMITATION OF FUNDS NOTICE**

(a) Pursuant to the Limitation of Funds clause, incremental funding in the amount of (b)(4) is allotted to cover estimated cost for Option Period 2. Funding in the amount of (b)(4) is provided to cover the corresponding increment of fixed fee for Option Period 2. The amount allotted for costs is estimated to cover the contractor's performance through 07/20/2016.

(b) When the contract is fully funded as specified in the Estimated Cost and Fixed Fee Clause (EP 52.216-190), the Limitation of Cost clause shall become applicable.

(c) Recapitulation of Funds for Option Period 2:

Option Period 2 (9/25/15 - 7/29/16 per mod 09)			
	Estimated Cost	Fixed Fee	Cost Plus Fixed Fee
Modification 06	(b)(4)	(b)(4)	\$19,703.00
Modification 07			\$31,834.00
Modification 09			\$18,000.00
Total Funded			\$69,537.00
Total Task Order*			\$69,580.00
Balance Unfunded			\$43.00
*Amended Via Mod 09			

**Section F - Deliveries or Performance was revised as follows.**

1 - Clauses was revised as follows.

Summary of Clause Changes:

Clause, EPA-F-12-101, is incorporated as follows:

**Local Clauses EPA-F-12-101 PERIOD OF PERFORMANCE**

The period of performance of this contract shall be from 9/26/2013 through 7/29/2016 inclusive of all required reports.